

## Information for students

### What to do if you are asked to run at meeting at school

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- Call the meeting to order and declare the meeting open.
- Welcome everyone present.
- Ask everyone present to sign the attendance sheet.
- Call for apologies from students not present and write down their names on a sheet of paper.
- Watch the time you are allowed for the meeting.
- Announce the subject to be discussed.
- Look at each speaker when you ask him or her to talk.
- Give turns fairly and tell each student how long he or she has to speak.
- Ask the speaker to explain further if he or she has been difficult to understand.
- Make sure only one person speaks at a time.
- Be positive about each speaker's comments.
- Make sure each speaker stays on the topic being discussed.
- Summarise what the speakers have said.
- Decide on a plan of action to follow after the meeting ends, usually by calling for a vote on the matter.
- Set the date, time and place of the next meeting, if necessary.
- Thank everyone for attending.
- Declare the meeting closed.
- Write notes/minutes about the meeting.
- Distribute notes to everyone who was present or sent apologies.



### For more Information

If you require further information please contact:

CHERI  
The Children's Hospital at Westmead  
Locked Bag 4001  
Westmead NSW 2145

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