**Meeting Types**

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| **Type of Meeting** | **Purpose** | **Who Attends** | **Frequency** | **Structure** | **Record of Meetings** |
| Operational* Dept. Staff Meetings
* Divisional Meetings
 | Information sharingPlanningProblem-solvingProcess improvement | Dept./Divisional staffLeader(s)Guests as required | Regular as determined by the team | AgendaMeeting notes capture decisions and action itemsTypically lead by the Manager | Informal meeting notesDistributed to all team membersRecord attendance at the meeting |
| Organizational Committees- ELT, ALT, SLT, FLT, EMSC, etc. | Decision-making on key prioritiesDevelop corporate strategyBroad cross-functional process approvals and oversightAdvisoryNetworking | Determined by function, role, and stakeholder representation | Regular as determined by the team | Structured agendas with time allotmentsAssigned Chair and agenda-setting processAlignment of topics with operational cycles and key prioritiesFormal meeting note template | Formal meeting notes that can be shared Group approves notes |
| Task Teams - Conversion Team, Timetable Task Force | Team of experts pulled together for a period of time to focus on a specific project or outcomesProblem-solving in nature | Determined by function, role, and stakeholder representation | # of meetings and frequency is determined by the scope of the projectRegular status meetings are typical | Lead by a Project LeadAgendas are issues-based | Brief, informal meeting notes that capture status, action items and milestone dates |
| Ad hoc  | Impromptu, issue-basedProblem-solving or information gathering | By function or role | One or two meetings | Informal discussion | May not be requiredVery brief note (email) to capture a shared understanding of the outcome |
| Mandated and/or Legislated- APDC, AUCC, SUCC, H&S, CCAC, PAC **-**Program Advisory Committees | Interpretation and implementation of fiscal, legal, and formal agreement mattersCollaborate and resolve issues of mutual interestInformation sharing | Elected and/or appointedStakeholder representation | Regular as required | Formal agendasMembers represent interests of constituents at meetingsQuorum requirements  | Formal meeting notes to demonstrate accountability and complianceWidely distributed Group approves mtg record |
| Governance**-** Board of Governors and its Standing Committees | Broad organizational oversightDirection settingApproval body | Mandated in Regulation; appointed and elected membersELTGuests invited | Established in By-law | Formal agenda and meetings, following Rules of OrderElected officersQuorum requirementsFormalized administrative support | Formal minutes with motions that demonstrate accountability and complianceMinutes approved by the BoardLimited distribution; public session available widely |