**Meeting Types**

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| **Type of Meeting** | **Purpose** | **Who Attends** | **Frequency** | **Structure** | **Record of Meetings** |
| Operational   * Dept. Staff Meetings * Divisional Meetings | Information sharing  Planning  Problem-solving  Process improvement | Dept./Divisional staff  Leader(s)  Guests as required | Regular as determined by the team | Agenda  Meeting notes capture decisions and action items  Typically lead by the Manager | Informal meeting notes  Distributed to all team members  Record attendance at the meeting |
| Organizational Committees  - ELT, ALT, SLT, FLT, EMSC, etc. | Decision-making on key priorities  Develop corporate strategy  Broad cross-functional process approvals and oversight  Advisory  Networking | Determined by function, role, and stakeholder representation | Regular as determined by the team | Structured agendas with time allotments  Assigned Chair and agenda-setting process  Alignment of topics with operational cycles and key priorities  Formal 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 outcomes  Problem-solving in nature | Determined by function, role, and stakeholder representation | # of meetings and frequency is determined by the scope of the project  Regular status meetings are typical | Lead by a Project Lead  Agendas are issues-based | Brief, informal meeting notes that capture status, action items and milestone dates |
| Ad hoc | Impromptu, issue-based  Problem-solving or information gathering | By function or role | One or two meetings | Informal discussion | May not be required  Very 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 matters  Collaborate and resolve issues of mutual interest  Information sharing | Elected and/or appointed  Stakeholder representation | Regular as required | Formal agendas  Members represent interests of constituents at meetings  Quorum requirements | Formal meeting notes to demonstrate accountability and compliance  Widely distributed  Group approves mtg record |
| Governance  **-** Board of Governors and its Standing Committees | Broad organizational oversight  Direction setting  Approval body | Mandated in Regulation; appointed and elected members  ELT  Guests invited | Established in By-law | Formal agenda and meetings, following Rules of Order  Elected officers  Quorum requirements  Formalized administrative support | Formal minutes with motions that demonstrate accountability and compliance  Minutes approved by the Board  Limited distribution; public session available widely |