



Teleconference Procedures

Prior to call:

1. To set up a conference call you must contact the Skate Canada Manitoba office, as we have a specific company that we use. You need to provide the office with at least 1 week notice for the meeting. Please contact your committee members and have a date and time confirmed.
2. You **MUST** circulate the agenda and all working papers to your committee members a minimum of 1 week prior to the teleconference, including how to dial in. Ask that your members read, review and make notes in preparation of the meeting.
3. Teleconference call can not be more then 2 hours in length. Please try for less.

Time of call

1. Make sure that you have your agenda and any papers that you may need during the call. Have a glass of water if needed.
2. Make sure that you are in a quite location for the call as any noise maybe distracting to you and the other participants.
3. Dial into to call (please be on time or early) – announce that you have entered the call and wait for further instructions from the Chairperson/Moderator.
4. Only items that are on the agenda will be discussed as these are the items that everyone is prepared to discuss and have planned for. If there are other items the recording secretary can make note of them for the next meeting. NO discussion should take place on the item(s).
5. When making a motion please speak slowly so that the recording secretary can write it down.
6. For action items please write down what you have been asked to do and the timeframe that you are suppose to have it completed by.

Hints for Participants

1. Speak clearly – slow down if you are a fast talker.
2. Always state your name prior to making a comment.
3. Stay on topic.
4. Do not interrupt another speaker.
5. Do not dominate the call allow others to participate.
6. Limit discussion on an issue; i.e. – don't repeat what someone else has said, state "I agree".
7. Stay on topic.

After meeting

1. Recording Secretary to complete minutes within 1 week of call. Forward the minutes to the Chairperson to ensure that they are complete and accurate.
2. Chairperson review the minutes and make any necessary changes and then distribute them to your committee and to the Section office.
3. Committee members to work on action items/tasks and complete them by the deadline assigned.