

How to Set Up Meetings – Senior Course Reps

As a senior course rep, your role is to represent students' academic interests at department level, creating change that improves the academic experience of students. One way that you'll be doing this is by engaging course reps within your department, supporting them and identifying where issues are department-wide. This short guide will give you an idea of how to set up meetings with your course reps so you can come together on a regular basis to share the feedback everyone has gathered and discuss your ideas for change!

What kind of meeting?

- Decide on the purpose of the meeting. Do you want to get updates on an ongoing project? Hear about the feedback that course reps have gathered? Collectively come up with a solution to a problem? Decide on a strategy for making a change? Setting a purpose will help keep your meeting on track and let people know how to prepare
- Try not to cover too much in a meeting – if you have more than one 'purpose' this might overload people, leading to an unproductive meeting. Sometimes it's better to have two smaller meetings rather than one big one

Finding a time

- Online tools such as Calend.ly or Doodle Poll can be really useful in finding a time that works for everyone
- You can schedule MS Teams meetings directly in your Outlook calendar – go to your calendar, pick a time and select 'New Teams Meeting' in the toolbar to create an automatic Teams link
- Consider people's needs – you might have course reps that observe Shabbat, have caring responsibilities or a part-time job. Be mindful that not everybody has the same schedule or lifestyle that you do

How will you let people know?

- Your University Outlook calendar can be really useful in inviting multiple people to a meeting, and it sends automatic reminders
- How do you normally communicate with your course reps? You might have a Facebook group or Whatsapp group, or you might primarily use MS Teams
- Let people know about the meeting in advance so they can adjust their plans. Last-minute meetings won't give everyone enough time to prepare
- It might be a good idea to remind people about the meeting a day or so before

Setting an agenda

- An agenda is a working document of things that you'll cover at the meeting. They're really useful to keep a meeting on track and running in the right direction. They don't need to be super-detailed – 'headlines', along with a general idea of how much time you'll allocate to the item, are just fine

- Your agenda should be in line with the purpose of your meeting – e.g. if your meeting is about collecting feedback from reps, you can allocate some time for each person to relay

their feedback, some to come up with solutions to problems, some for coming up with steps to take after the meeting etc.

- Send the agenda out well in advance of the meeting and invite feedback – course reps may have items they want to add to the agenda
- Make sure you agree on the agenda right at the beginning of your meeting, in case there are any last-minute additions, and so that everybody is on the same page

During the meeting

- It's a good idea to ask for a volunteer to take notes ('minutes') of what is being said at the meeting, as well as who made what contribution and any 'action points' you agree on. This doesn't need to be verbatim but it's useful so you can give people credit for their ideas, make sure you don't repeat yourselves at the next meeting and can follow up on any ideas or action points that were said

Ending the meeting

- Make sure the meeting finishes on time, or if you need to extend it, get everybody's agreement. You might decide to have another meeting to cover any agenda items you didn't get through, to discuss them further on a WhatsApp group or to add them to the next meeting's agenda
- It's super important to thank everybody for joining and contributing! Making people feel valued in this way will motivate them and have everybody leaving feeling good
- Don't forget to post about your meeting on [Your Impact](#) so RHSU knows what you're up to and we can shout about it!

Great job!