



Australian Government

BSBATSIL408 Manage a board meeting

Release: 1

BSBATSIL408 Manage a board meeting

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan for and conduct a regular board meeting and ensure outcomes of the meeting are implemented.

It applies to individuals who need to conduct board meetings in their role of monitoring and guiding the activities of Aboriginal and Torres Strait Islander organisations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – ATSI Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan a board meeting	1.1 Identify type of meeting to be conducted and any rules, cultural protocols, policies and procedures affecting its planning and conduct 1.2 Prepare an agenda reflecting the business of the meeting, with consultation between the chair, secretary and manager 1.3 Determine the date, time and location of the meeting, taking into consideration all relevant rules, cultural protocols, policies and procedures 1.4 Issue invitations to members and guests in a timely manner to maximise attendance 1.5 Plan and implement transport and other arrangements to maximise attendance

ELEMENT	PERFORMANCE CRITERIA
	1.6 Circulate background papers prior to the meeting in an appropriate form and with adequate time for members to prepare for the meeting
2 Conduct a board meeting	2.1 Ensure a quorum is present before commencing meeting 2.2 Follow rules and cultural protocols 2.3 Follow meeting agenda and timeframes 2.4 Provide opportunities for participants to listen and speak, and show respect for different views 2.5 Manage difficult situations that arise in a respectful and sensitive manner 2.6 Use agreed decision-making processes to ensure decisions reflect participants' views 2.7 Develop an action plan to implement decisions
3 Identify confidential business	3.1 Advise board members when to observe required confidentiality 3.2 Seek declarations of potential and real conflict of interest
4 Ensure minutes are taken	4.1 Appoint a minute-taker 4.2 Review minutes to ensure they contain required information 4.3 Approve minutes and provide them to members and guests as appropriate 4.4 Ensure procedures are in place to store minutes adequately and with appropriate access
5 Monitor the implementation of decisions	5.1 Communicate decisions to relevant people 5.2 Monitor the action plan to ensure completion 5.3 Present reports of outcomes of implementation at board meetings

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Reading	1.1, 1.3, 1.5, 2.2, 2.3, 4.2, 4.4, 5.2	<ul style="list-style-type: none"> Evaluates and integrates facts and ideas to construct meaning from a range of text types to determine job requirements
Writing	1.2-1.5, 2.7, 3.1, 3.2, 4.3, 5.1	<ul style="list-style-type: none"> Records and reports key information related to planning and managing meetings, incorporating a range of simple and complex language
Oral Communication	1.2, 2.1, 2.4-2.6, 3.1, 3.2, 4.1, 5.1, 5.3	<ul style="list-style-type: none"> Uses specific and relevant language, appropriate tone and suitable syntax to clearly articulate issues Uses active questioning and listening techniques to confirm understanding
Navigate the world of work	1.1, 1.3, 2.2	<ul style="list-style-type: none"> Understands how own role meshes with others and contributes to broader work goals Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.4, 2.4, 2.5, 4.3, 5.1, 5.3	<ul style="list-style-type: none"> Begins to recognise the implications of implicit rules governing who communicates with whom, how and for what purpose, including those associated with power and status Begins to recognise how personal, social and cultural factors may influence people's understanding of any communication, and is learning to question own interpretation and seek clarification when required Looks for ways of establishing connections and building genuine understanding with a diverse range of people
Get the work done	1.1, 1.3-1.6, 2.6, 4.1, 4.4, 5.2	<ul style="list-style-type: none"> Begins to recognise the importance of other stakeholders throughout the process and is learning to clarify goals with others, maintaining communication and managing expectations and understanding Sequences and schedules complex activities, monitoring implementation and managing relevant communication Carefully considers how others should be involved, often using consultative or collaborative processes as an integral part of the decision-making process In familiar contexts, responds intuitively to problems requiring immediate attention, quickly drawing on past experience to devise solutions Uses ideas proposed by others as provocations and stepping stones to new perceptions and ideas Communicates information and ideas with clarity, considering the nature and potential reach of various linkages, benefits and limitations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIL408 Manage a board meeting	BSBATSIL408C Manage a board meeting	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>