

MEETING AND GOVERNANCE SOLUTIONS



Governance Professionals Symposium Wednesday 24 and Thursday 25 January 2024

What is in store for 2024?



Symposium purpose

An opportunity to share experiences, reflect and refresh on good practice that impacts your role as a Governance Professional who has the prime responsibility for interaction with the governance arm of Council.

The symposium will address a wide range of issues including:

- Mid-term check in with your elected members.
- Your role – challenges and importantly, solutions!
- Standing Orders – talking through your questions about specific Standing Orders.
- Effective meetings – changes that you can influence.
- Good practice checklists.
- Minutes – the dilemma. What to include!
- Best practice and information sharing - getting your burning questions on any topic that you want answers to!
- Working with elected members – opportunities and challenges.
- 2023 parliamentary elections and what it looks like for local government.

Who should attend?

- Governance Advisors, Committee Administrators and Executive Assistants
- Governance Managers / Team Leaders
- Managers responsible for Council, Committee and Community Board meetings
- Chief Executives and senior leadership team members

Dates

Wednesday 24 January 2024, 915 am - 430pm; and

Thursday 25 January 2024, 830am – 200pm

Note – networking drinks will be available at the close of the programme on day one

Symposium Venue

West Plaza Hotel, Wakefield Street, Wellington – meeting room one

Accommodation

If you want to book accommodation at the West Plaza, please quote “2024 Meeting and Governance Solutions Limited Governance Professionals Symposium” to receive a special rate for the nights of Wednesday 24 and Thursday 25 January 2024 as follows:

Standard Queen room (one queen bed)

Room only rate \$155.00 NZD per room per night;

Or

Room & Breakfast \$180.00 NZD per room per night

Accommodation bookings can be made through the West Plaza reservations team at:

- Email: reservations@westplaza.co.nz
- Phone: 0800 731 444

Delegates must quote Hotel reference: **MAGS26**

This special rate does not apply to any reservations made online or through any third-party travel agency like Booking.com etc.

Please note that rooms are subject to availability.

To register and registration fee

Complete the attached form and return to info@meetinggovernance.co.nz

The registration fee is \$1,075.00 plus GST \$161.25 = \$1,236.25 includes morning and afternoon teas and lunches. Drinks will be provided at the end of the last session on day one.

REGISTRATIONS CLOSE WEDNESDAY 17 JANUARY 2024

Programme content overview

Mid-term check in

- What is working well, not so well mid-way through the term of your council, committees, community boards? Tools and options for managing areas that are causing headaches!

Your role in council

- Your role supporting your elected members. What are the challenges and possible solutions?

Standing orders focus session

- Discussion around Standing Orders that you want to talk through based on your experience at meetings or questions you have.

Effective meetings

- Assessing the effectiveness of how meetings are operating at your council using an evaluation process. Then, assessing how to influence positive change.

Checklists

- Let's compare checklists – for example agenda development, pre-hearings actions.

Minutes

- What to include/not include, and some examples to review

Quickfire topics and questions - for example

- Meeting advertising
- Notification requirements
- Types of meetings
- Role of Māori in decision making and including in report templates

Working with elected members

- Tips and suggestions to make the job more satisfying and providing great support for your elected members

2023 parliamentary elections and what it looks like for local government

ABOUT MEETING AND GOVERNANCE SOLUTIONS LIMITED

Steve McDowell and Vern Walsh are Meeting and Governance Solutions Limited.

We specialise in training, development and mentoring for local government elected representatives and staff. We offer a mix of experience and knowledge having held elected positions in local government, commercial boards, Boards of Trustees, and sporting organisations, along with senior management roles in the private sector.

We have developed and successfully delivered workshops to the local government sector throughout New Zealand.



Here are what people have said about this course:

Great discussions and as always, very helpful information from Steve and Vern. Thank you.
Saradyne Tapine, Wairoa District Council

I highly recommend attending a MAGS symposium if you have the opportunity to. They are both a wealth of knowledge as well as being engaging and charismatic. I am looking forward to the next one! Jody Lygo, Horowhenua District Council

Steve and Vern present as professional facilitators who are very knowledgeable in governance. They are able to make the delivery of information interesting, funny and retain the concentration of participants. Always worthwhile attending conferences they deliver. Carolyn Hunt, Napier

Steve McDowell 027 627 3606

Vern Walsh 021 770 283