

## Creating Successful Meetings

To create a foundation for successful engagement, steps must be taken in advance to ensure all stakeholders involved are well equipped to participate, including caregivers and service providers. There must also be a commitment to forging a strong partnership between stakeholders to allow for productive and respectful discussion. We have outlined 3 steps for councils or committees that create a foundation for successful engagement during meetings:

### STEP 1: MENTORSHIP – Before the First Meeting for New Caregiver Advisor

- Ensure the Caregiver Advisor has lived experience that matches the subject area of your council or committee - or is comfortable accepting a broad collaborative role.
- Provide the new Caregiver Advisor with a mentor who will provide an orientation (the mentor can be an experienced Caregiver Advisor or knowledgeable staff member).
- Provide an orientation, including:
  - Overview of role and responsibilities.
  - Opportunity for advisor to ask questions.
  - If appropriate, help to share their personal experience with the committee (e.g., coaching, storytelling resources, etc.)
  - Post-orientation check-ins to offer ongoing further support or assistance.
    - For more information, check our **'Orientation Checklist'** in Onboarding.

### STEP 2: PREPARATION – Before Every Meeting

- Offer a variety of meeting options: in-person, teleconferencing, or video conferencing.
- If joining remotely, have the Caregiver Advisor sign on early to avoid technical difficulties.
- Send the agenda and minutes well in advance (suggested at least 3 days prior).
- Include any supporting documents (e.g., slides, policies, acronym list, etc.)
- Provide up-to-date list of all members with a brief description of each person's role.

### STEP 3: LEADING THE MEETING AND TONE – During Every Meeting as The Chair

- Make the Caregiver Advisor feel welcomed to 'the table' by having members introduce themselves and their role at the start of the first few meetings.
- Ensure the Caregiver Advisor is comfortable in the role by using visual cues and post-meeting check-ins.
- Give the Caregiver Advisor an equal voice and include them in decision making by asking for their perspective and acknowledging their contribution.
- Ensures the Caregiver Advisor is respected for sharing their perspective by ensuring other members do not talk over the Caregiver Advisor or ignore their input.
  - For more information, check our **'How to Chair a Meeting'** in Readiness.

