Park Leadership Meeting Guide

PLT Meeting Management

Meeting Structure

- To effectively use members’ time, all meetings will be facilitated and the Agenda Committee will develop an agenda in advance of each scheduled PLT meeting (see details below).
- To increase participation and use time more effectively small breakout groups or ad hoc committees may be utilized to report back to the PLT (see details below).
- To ensure team members are engaged and participating there will be established meeting norms (see details below).

Agenda Topic Proposal Process

- Team members will follow the protocol for proposing agenda topics and completing prework.
- All presenters, consultants, and guests must be sponsored by a PLT member. That PLT member is responsible for ensuring pre-work is completed.
- When a member is proposing an issue be addressed at a PLT meeting, that member will submit the “Agenda Topic Briefing Form” (Appendix C) to the Agenda Committee for consideration four weeks prior to the meeting.
- The Agenda Committee will review the briefing form to determine whether the topic:
  - As submitted, warrants PLT agenda time
  - With modification, warrants PLT agenda time.
  - Can be effectively addressed using an alternative method
- If the topic is placed on the agenda, the briefing form will be distributed by an agenda committee member to PLT as prework.
- The Agenda Committee members will be comprised of either the Superintendent or Deputy Superintendent, Facilitator, Management Support Specialist, and PLT members as determined for each meeting.
- Time to follow-up on action/decision items and project status reports to improve accountability and assure that tasks are completed.
PLT Meeting Norms

Superintendent and Deputy Superintendent will:

- Set stage for meetings in context to national and/or regional issues.
- Provide input, review, and approval of agenda topics and themes.
- Make decisions when appropriate.

All PLT members will:

- Attend all meetings prepared to fully participate and remain engaged.
- When providing an “acting” member, that person should be fully briefed on the agenda. Participate in discussions, allowing one person to speak at a time.
- Eliminate side conversation and other meeting interruptions.
- Respect timeframes, including starting/ending times of discussions, presentations, and breaks.
- Turn cell phones and pagers off or on vibrate.
- Address the issues and information relevant to the topic.
- Acknowledge others’ perspectives, opinions, and thoughts.
- Share their opinions and insights, while attempting to draw out the opinion of other members.
- Disagree without “personal” attack.
- Participate collaboratively to help establish understanding and “common ground.”
- Honor confidentiality of discussions.
- Tell the truth.
- Keep commitments made.
- Bring up difficult issues that affect the team (elephants in the room).
- Provide help and assistance to each other outside the meeting.
- Build mutual support by speaking positively of the team and its members.

Facilitator will:

- Facilitate meetings for best communication, decisions, discussions, and time management.
- Ensure discussions stay focused and relevant to keep members engaged.
- Assist note-taker in documenting decisions, meeting proceedings, action items, and follow-up items and review prior to meeting being adjourned.
- Assist with meeting logistics and preparations.
- Check in with the group when it is off topic and propose appropriate techniques and processes.

Note-taker will:

- Keep accurate documentation of proceedings, including decisions, actions, follow-up items, etc.
- Track action items and assignments and serve as historian for past decisions and action items.
- Publish notes in a timely manner and post on the intranet.
- Assist the facilitator with meeting logistics, location, reservations, A/V equipment needs, etc.
### Agenda Topic Briefing Form

| **Meeting Date:** |  |
| **Topic:** |  |
| **Recommended Attendees:** | BOST/BOAF PLT Members |
| **Purpose:** | [ ] Information Sharing or Update  
| | [ ] Seeking Comments and Advice for Follow-up  
| | [ ] Decision Required for Resource Allocation  
| | [ ] Follow-up from Previous Agenda |
| **Discussion Leader/Presenter(s):** |  |
| **Time Required:** |  |
| **Summary of Topic to be Discussed:** | (Clear and specific) |
| **Scope of Topic:** |  |
| **If a decision is expected, what is the decision to be made; what is the recommendation and rationale; and what decision model is to be used?** | [ ] No decision necessary  
| | [ ] Decision Model?  
| | [ ] Decision made: What? |
| **Reference Material?** | [ ] Attached to Agenda  
| | [ ] To be Handout at Meeting  
| | [ ] None  
| | [ ] Pre-work |
| **Additional recorder/recorders needed for this segment?** |  |
| **Any A/V equipment needs?** | [ ] Overheads  
| | [ ] Flipcharts  
| | [ ] Computer laptop/power point projector (Presenter to bring own equipment?)  
| | [ ] Conference room phone |
| **Submitted by (PLT Member):** |  |