

MEETING RUN SHEET



1 ACKNOWLEDGEMENT OF COUNTRY

Acknowledging the traditional owners of the land where you meet is an important moment. It can be hard knowing what to say and how, so a suggested statement is:

““

We begin today by acknowledging the Traditional Custodians of the land on which we <gather/meet> today, and pay our respects to the Elders past and present. We extend that respect to any Aboriginal and Torres Strait Islander people here today.

2 GROUP INTRODUCTIONS

Start the session by introducing yourself. One by one describe what your business is, and where you are located. Continue around the group.

3 SET THE TONE

Going around the group, name your top two priorities for your business at this point in time. Elaborate if you wish, or high level is just fine too!

4 CONVERSATION CARDS

Pick a couple of the conversation cards to discuss with the group. You might find natural synergies within the group start to emerge, and perhaps this becomes the subject for the session.

5 CO-WORKING OR CHAT TIME

Allocate a block of time to catch up on what you want to focus on your business – whether that’s emails, list making, replying to messages. Take a group picture of your catch up!

6 NEXT MEETING DETAILS

Pick a date, time and location (same again? Somewhere different?) and save it to calendars. We recommend monthly meetings to give time to do things, but also some consistency for community building.

YOU DID IT!

Your first gathering is complete. Make sure you share a photo in our facebook group, in your Sister Portal Group and on socials tagging **@globalsisters**