



- **Be Prepared:**

- What is the size of your meeting? Pick an online platform that works for the size of your meeting or club. Free software may be time or user number limited, whereas subscription based services may offer flexibility in terms of numbers, time allocated and functionality. E.g:
 - Whatsapp video calling can cater for small numbers (up to 4)
 - Microsoft Teams, Zoom, Go to Meeting, Google Hangouts can all cater for larger groups and will have different levels of functionality.
- Are those who would normally chair meetings comfortable doing so online? If not they may need some support with the technical aspects of running the meeting (particularly if using software which enables functionality such as screen sharing, breakout rooms etc.)
- Ask participants to confirm they can attend in advance with an email address, so that a secure link can be sent directly to them (**avoid sharing meeting links on social media**)
- Issue clear joining instructions ahead of the meeting, and potentially allow extra time at the beginning of the meeting to allow participants to address any IT issues that might occur once signed in.
- If documents need to be viewed by the meeting, check participants are comfortable with the process for sharing a screen (or ensure they can access separately – i.e. on a separate screen or hard copy)?

- **Running a meeting:**

- Make participants feel comfortable – explain they don't have to have their cameras on!
- Does the meeting software allow participants the option to just view the person speaking on screen? This may help keep participant's concentration (compared to being distracted by 20 faces on screen!).
- Ensure people are comfortable with being able to mute / unmute themselves so that communication is as smooth as possible (it's very easy to forget you are muted!)
- Ask participants to stay on mute unless they are speaking, as this can reduce disruption to the speaker from background noise while also potentially improving audio and video quality.



- Be clear on the process for participants speaking during meetings prior to beginning the meeting, to avoid people speaking over each other.
 - Can a chat function be used to ask questions, or does the software have the facility to raise a hand to allow a point to be discussed? You may need a nominated person to monitor comments, to ensure they are discussed at the right part of the meeting.
 - If it's likely to be a long meeting, do you need to build in breaks to allow participants to get away from their screens, and ensure participant focus is maintained?
 - Be patient! – for many members this may be their first time using an online meeting platform!
- **Recording meetings:**
 - Can help to track decision making and topics of conversation.
 - Playback could aid minutes to be drafted.
 - It may allow those who give their apologies to watch the meeting back at a convenient time.
 - Have you got permission from everyone attending the meeting to record?
 - Can meeting participants access the recording post meeting easily, and in a secure way (particularly if the file size potentially too large to email)?
- **Running AGMs online:**
 - Wherever possible treat an online AGM in the same way you would a face-to-face meeting in terms of notice periods, issuing of documentation, clear objectives etc. (as guided by your governing documents or constitution).
 - Ensure that meetings are likely to be quorate if held online (although you may find that your meeting is better attended if members are able to participate from home).
 - Ensure all those who are due to report are comfortable to do so using online tools (e.g. are accounts able to be shared on screen)
 - Where large numbers are due to attend clearly explain the process for asking questions / commenting at the start of the meeting.
 - If decision making is required at the AGM, is there a system in place to count votes? Potential options include:
 - All participants private message a nominated voter count
 - Use an external platform - Google docs, Survey Monkey and Mentimeter can all cater for voting in large numbers.



- Polling capability is available through platforms such as Zoom & Microsoft Teams

(Please note it might be difficult to ensure complete confidentiality of voting without using an external voting method)

- Proxy Votes should be held and confirmed by the meeting secretary (or assigned person)
- **Clubs with charitable status:**
 - OSCAR are advising that wherever possible Annual Reports and Accounts should be submitted on time, although they are understanding that this might be difficult for some and will take an “understanding and proportionate approach...and no charity will be penalised for submitting late”
 - Charitable organisations may be able eligible for discounts or free access to on online software packages. For example: Microsoft Teams
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free#coreui-contentrichblock-yxuv2bc>:

Non-profit organizations: Eligible non-profit organisations can qualify for donated offers of Microsoft 365 Business Premium or Office 365 E1, which include Microsoft Teams, depending on the organization size. These are permitted only for use by Paid Staff and Unpaid Executive Staff. Organisations needing licenses for volunteers should leverage the limited-time Enterprise Office 365 E1 offer. User amount limits do apply and vary by availability of country of usage.

For more information:

- <https://www.oscr.org.uk/guidance-and-forms/covid-19-guidance-for-charities/>
- <https://scvo.org.uk/support/coronavirus/leading-your-organisation/your-board>