

Rules of Engagement for Functional Meetings

Purpose

This document helps your team define how they will engage in meetings to ensure efficiency, clarity, and alignment with organisational values. Use this as a shared agreement to create accountability and care in every discussion.

1. Meeting Purpose & Values

Why are we here?

Every meeting should have a clear purpose that aligns with our team and organisational values. Before scheduling a meeting, we will ensure:

- There is a defined objective.
- The discussion contributes to our strategic goals.
- The meeting format is the best approach (versus an email, shared document, or quick check-in).

Our Core Values in Meetings:

(List team/organisational values and how they guide meeting behaviours.)

2. Participation & Roles

Ensuring Inclusive & Accountable Engagement

To ensure balanced participation and shared responsibility, we commit to:

- **Rotating roles:** Chair, minute-keeper, and timekeeper rotate each meeting.
- **Active engagement:** Everyone contributes, and no one dominates.
- **Psychological safety:** Every voice matters and is valued, and open, constructive feedback is encouraged.

What phrase can we use to pause a meeting to re-set when needed:

(List team agreement to this phrase – it can also be a hand signal.)

3. Meeting Structure

Keeping Meetings Focused & Effective

To maximise productivity, we will follow this structured approach:

1. **Opening Check-in:** Quick team pulse (e.g., two-word check-in, goal alignment).
2. **Agenda Overview:** Facilitator presents objectives and key discussion points.
3. **Discussion & Decisions:** Time-boxed agenda items with clear action points.
4. **Closing & Next Steps:** Recap of decisions, assigned action items, and follow-up expectations.

Agenda as a Living Document:

All meeting agendas will be shared documents where team members can:

- Add discussion items before the meeting.
- Track assigned actions and mark completed tasks.
- Pose follow-up questions or comments.

Our Living Document is held here:

(Name the drive location that is open to each member to access.)

4. Communication & Accountability

Ensuring Follow-Through & Transparency

- All meetings end with a documented summary of decisions and action points.
- Accountability is clear: Each task has a named owner and deadline.
- Follow-up is integrated into the next meeting agenda to track progress.

Decision-Making Framework:

- Decisions will be made using a clear method (e.g., majority vote, consensus, or designated authority).
- Disagreements are acknowledged and resolved constructively.

Our Decision-Making Method is:

(List the agreed upon method and the actions and behaviours that are demonstrated.)

5. Respecting Time & Focus

Ensuring Meetings Are Worth Attending

- Meetings start and end on time—no exceptions.
- No agenda = No meeting. If an item doesn't require discussion, it's handled asynchronously.
- Stay present: No multitasking, side conversations, or distractions.
- If a team member feels that the meeting isn't within their scope to attend – they may self-exclude.

Our Agreed Method of Self-Exclusion:

(List the agreed upon method and the actions and behaviours that are demonstrated.)

Commitment Agreement

By signing below, we agree to uphold these Rules of Engagement to create purposeful, efficient, and values-driven meetings.

Date:

Team Signatures:


(This document should be reviewed periodically and adjusted as needed to best serve the team.)

Date for Review:

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