

Attending a meeting on behalf of someone else

Questions to ask

- What is the purpose of the meeting and how long will it last?
- What do both the person asking me to attend and the meeting expect of me?
- Is there anything specific I am being tasked to do at the meeting?
- Are there any agenda items I am to introduce and lead on?
- Am I expected to consult others within a department/area about agenda items?
- If I speak will I be expected to speak for the department/area, the person who normally attends or myself?
- What are the protocols for the meeting?
- Does the Chair or Secretary know I am coming?
- What will I be expected to do after the meeting?

Other considerations

- Get the agenda and any supporting papers for items as soon as you can.
- Ensure you have the minutes and any "Action Sheets" from the last meeting.
- If you are also able to get the minutes of the meeting before the last one this will enable you to identify current projects, themes and the way the meeting works more easily.
- You will not be on the list of regular attendees so you will not receive this information routinely. Consequently, look after your own needs and be prepared to press hard for these documents. Without them you will be ill-prepared and this will affect how you feel at the meeting.
- Study the action sheet and be prepared to answer questions about the current position of any actions the department/area or person you are representing has agreed to carry out.
- Study departmental/area policies that have a bearing on any agenda items.
- Prepare anything you know you may need to say at the meeting. Writing headings on cards. Practising speaking these out loud before the meeting can help immeasurably.
- Find out and give some thought to who will be there.
- You may want to know why you have been asked to attend the meeting instead of others!