Australian Government

BSBFNG401 Plan and chair Aboriginal and Torres Strait Islander organisation board meetings

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Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0.
	Supersedes and is not equivalent to:
	• BSBATSIC511 Plan and conduct a community meeting • BSBATSIL408 Manage a board meeting • BSBATSIL503 Manage conflict.
	Significant changes between superseded and superseding units.

Application

This unit describes the skills and knowledge required to plan for and chair a board meeting for an Aboriginal and Torres Strait Islander organisation. It includes consulting with required stakeholders and using agreed decision-making processes.

The unit applies to individuals who chair board meetings in their role of monitoring and guiding the activities of Aboriginal and Torres Strait Islander organisations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills - Aboriginal and Torres Strait Islander Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan board meeting	1.1 Identify type of meeting to be conducted, applicable constitution sections and other required rules, cultural protocols, policies and procedures
	1.2 Prepare draft agenda relating to the business of the meeting
	1.3 Consult required stakeholders on draft agenda

	1.4 Identify date, time and location of meeting, taking into account required rules, cultural protocols, policies and procedures
	1.5 Issue meeting invitations to members and guests
	1.6 Circulate background papers prior to meeting in required format
2. Chair board meeting	2.1 Confirm a quorum is present before commencing meeting
	2.2 Apply required Acknowledgement of Country or Welcome to Country procedures at commencement of meeting
	2.3 Follow meeting agenda, procedures and timeframes and required rules, organisational constitution and cultural protocols
	2.4 Provide opportunities for participants to listen and speak, and confirm different views are collected where required
	2.5 Manage difficult situations that arise according to organisational policies and procedures
	2.7 Use agreed decision-making processes and confirm decisions reflect participant views
3. Maintain business confidentiality	3.1 Advise board members when to observe required confidentiality
	3.2 Seek declarations of potential and real conflict of interest
4. Confirm minutes are taken	4.1 Review minutes and confirm they contain required information
	4.2 Approve minutes and provide them to members and guests, where required
	4.3 Confirm procedures are followed to store minutes in a suitable and accessible manner

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Evaluates and integrates facts and ideas to construct meaning from a range of text types to plan meeting agenda
Writing	• Records and reports key information related to planning and managing meetings, incorporating a range of simple and complex language
Oral communication	• Uses specific and relevant language, appropriate tone and suitable syntax to clearly articulate issues • Uses active questioning and listening techniques to confirm understanding
Initiative and enterprise	• Confirms how own role meshes with others and contributes to broader goals • Follows protocols and meets expectations associated with own role

	• Identifies importance of other stakeholders and clarifies goals with others, maintaining communication and managing expectations and understanding
Planning and organising	• Communicates information and ideas with clarity, considering nature and potential reach of various linkages, benefits and limitations
Problem solving	• In familiar contexts, responds intuitively to problems requiring immediate attention, quickly drawing on experience to devise solutions • Identifies personal, social and cultural factors that may influence people's understanding of communication • Builds on ideas of others to solve problems
Teamwork	• Uses ways of establishing connections and building genuine understanding with a diverse range of people

Unit Mapping Information

Supersedes and is not equivalent to:

• BSBATSIC511 Plan and conduct a community meeting
• BSBATSIL408 Manage a board meeting
• BSBATSIL503 Manage conflict.

Links

Companion Volume Implementation Guide is found on VETNet - - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10