



LOCAL MEMBER MEETINGS (LMM)

PURPOSE:

Local Member Meetings are central to the purpose and vision of ACSA.

Local member meetings help to:

- Offer a way to connect and network with people interested and may already be involved in Clinical Supervision from a range of health professional backgrounds.
- Provide a space to share ideas and support each other.
- Help grow our Clinical Supervision Community.
- Aid in clinical supervisors becoming more informed about clinical supervision in Australia and internationally.

ACSA wants Local Member Meetings to be relaxed, supportive and informative gatherings of like-minded people interested in clinical supervision. To do this Local member meetings need a Convener and that might be you?

LMM are unique and can happen in many ways...

They can be a catch up over coffee or a meal, or a gathering during or after business hours aimed at connecting and providing some information or education on Clinical Supervision. Convenors are central to these meetings happening. There is no requirement for minutes from your meetings only an attendance list is needed.

LMM CONVENER ROLE

The role of Convener is primarily that of organization and providing a contact for the local members and other clinical supervisors in your area who wish to attend your LMM.

We encourage you to review our website, Facebook page and LinkedIn, to familiarize yourself with the work of ACSA – this will make your role easier in representing ACSA’s vision statement, mission, and core values.

LMM Convenors need to be current members of ACSA to undertake the role, however attendance to the LMMs is open to all – we want people to come along and get talking about clinical supervision! This will, hopefully also promote memberships to ACSA.

We would like to provide as much support and governance for you within a common framework for all LMMs. If you have any questions, comments or feedback regarding your LMM, or promoting Clinical Supervision please contact the Events Coordinator.

Initial contact can sort out all your questions and enable ACSA to support you moving forward.



PROCESS

CONVENING LOCAL MEMBER MEETINGS

There are several straightforward tasks that need to be done for the successful management of a LMM and for communicating with ACSA. This is important, as ACSA is keen to publicise and promote upcoming events on our website and notify all members of what is happening.

General roles

- Work with other ACSA members and interested others to establish an LMM in your area.
- Determine the frequency and times for meetings.
- Organize a suitable and cost-free venue.
- Collaborate or develop the educational component.
- Prepare and distribute flyers via email to your networks.
- Send your flyer (with details) to the ACSA Events Coordinator so that ACSA can advertise it further for you (please allow at least two-week's notice).
- If you have a map of your venue (or a google reference point), send that too!
- Accept RSVPs to LMM, where practical.
- Welcome LMM attendees, in conjunction with other ACSA members.
- If required prepare for/provide snacks and beverages.
- If there was an educational component to your event and you would like to share this with other ACSA members, please send the presentation materials to the Events Coordinator and we can share them on your behalf.
- Maintain a contact list of attendees (ACSA will notify you of new members in your state).
- Develop relationships with ACSA members and interested others to enlist their support and contribution to the LMMs.
- Communicate with ACSA as needed, e.g., let ACSA know what else might be useful to consider, provide feedback from LMM participants and share your ideas.

Other considerations

We imagine that you will style the LMM meetings in your own way, as well as honour ACSA as an association, and we encourage that. Here are some things you may care to consider:

- Is there a core group of people interested in meeting? How might they assist in and share the convening role? More than one organizer or an organizer with a helper makes the Convener role much easier!
- What organisations within your local area have an interest in clinical supervision? – Health facilities, non-government organisations, education, etc.
- Who are some key people to contact regarding distribution of information and flyers to inform people about ACSA LMMs and other events (e.g., national conference)?



LMM CONVENOR ORIENTATION

- Venue – location, access (including out-of-hours if meetings are to be outside business hours), parking, whiteboard, access to audio-video equipment, access to kitchen and bathroom facilities. Who might be able to assist with a venue without charge?
- Engaging the support of ACSA members who are financial and/or may have convened a LMM before.
- Time of day or evening, weekday or weekend and time and duration of meeting.
- Meeting frequency e.g., monthly or quarterly – the commitment needs to be achievable for convenors and those who are likely to attend.
- Utilize the ZOOM platform
- Food and beverages – within current health and safety guidelines, bringing something to share or charging a nominal gold coin donation will help to cover costs (LMMs need to be cost neutral).

RESOURCES

As a convenor of an ACSA LMM, you will be registered for access to several ACSA templates and information, which is not freely available to ordinary membership. The purpose of these documents is to make your life easier in the work you do for your LMM and ACSA, as well as to provide an ongoing record of the business conducted by the LMM Convenors.

We have several templates with ACSA branding developed to help hold and promote Local Member Meetings. These can be made available to all LMM convenors and include those listed below:

Local Member Meetings (LMM) Templates

- Certificate of Attendance/ Continual Professional Development (CPD) certificate
- Certificate of Appreciation.
- LMM Flyer.
- PPT Presentation.
- Attendance Record.
- Signage to Meetings.

ZOOM and other Platforms

To enable members and guests both national and international to join your Local Member Meetings ACSA can provide access to the Zoom platform. To organize access and familiarize yourself with the Zoom platform liaise with the Events Coordinator and/or the Communications Coordinator. You may prefer to use another platform you are more familiar with. Either way liaise with the Events coordinator to ensure your advertisements have the appropriate link to access the meeting.

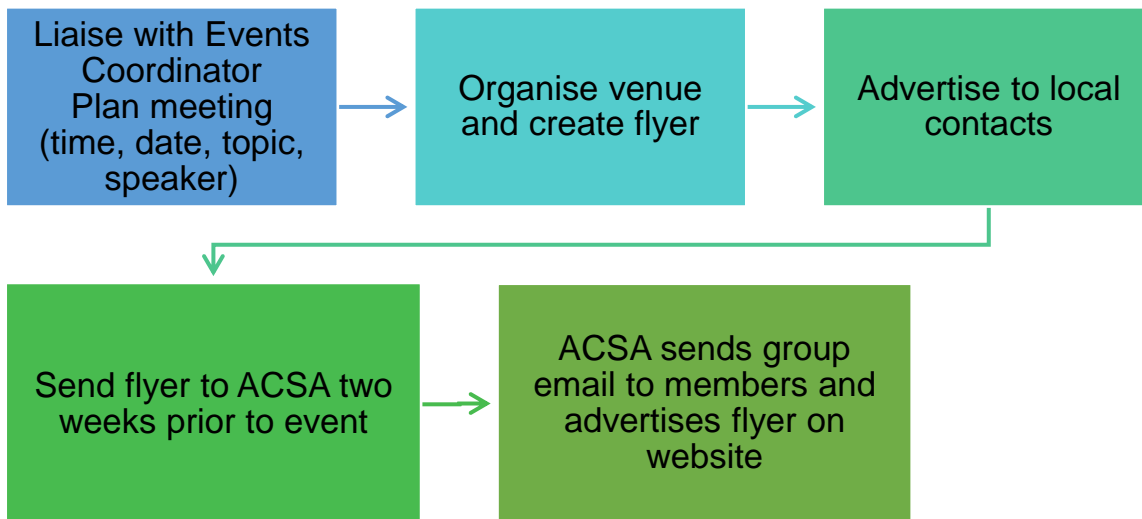
Continuous Professional Development (CPD) recognition

Certificates of attendance can be issued as a record of Continuing Professional Development. ACSA does not provide CPD certificates, however we can guide you on providing them should they be asked for.

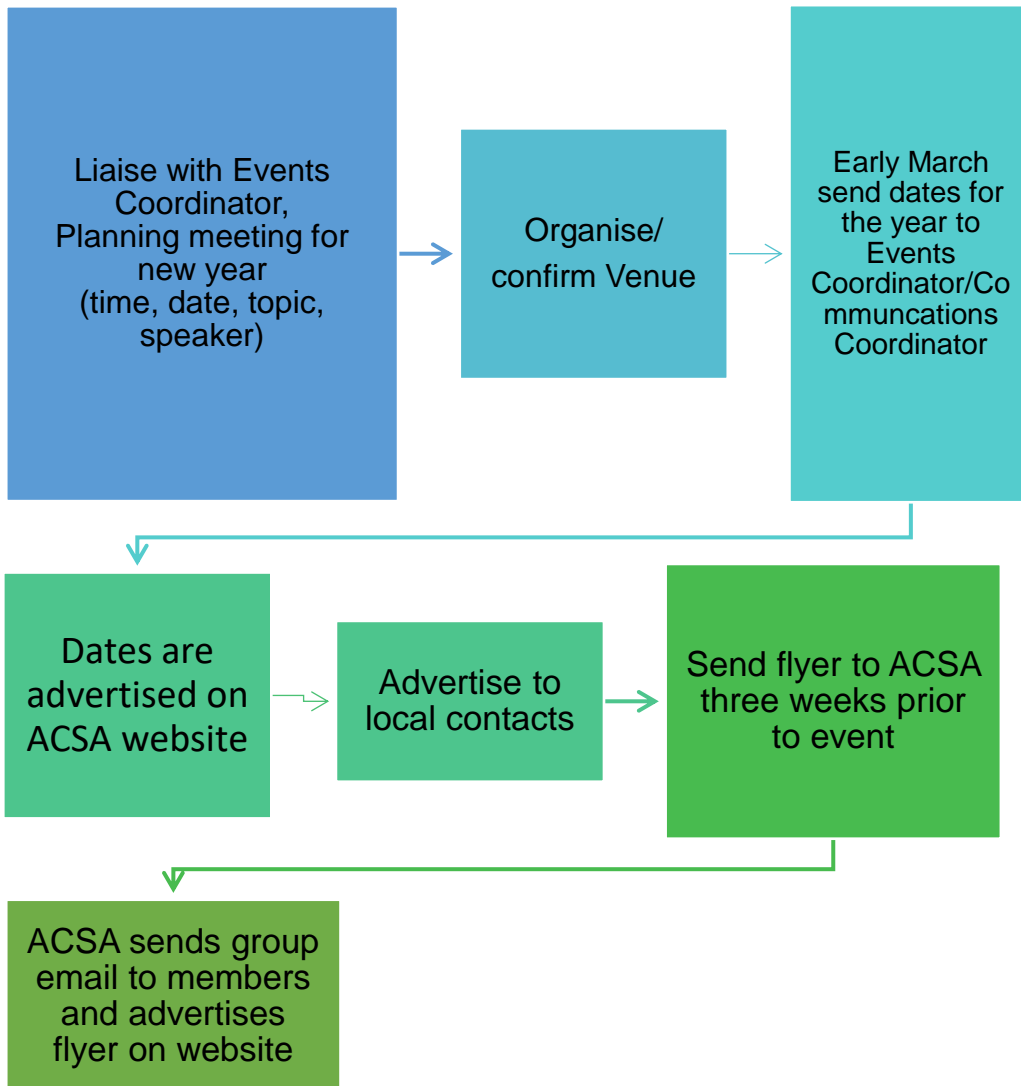
Once again, thank you for taking on this important role to grow ACSA as an association, and to promote clinical supervision as a unique practice in its own right.

APPENDIX

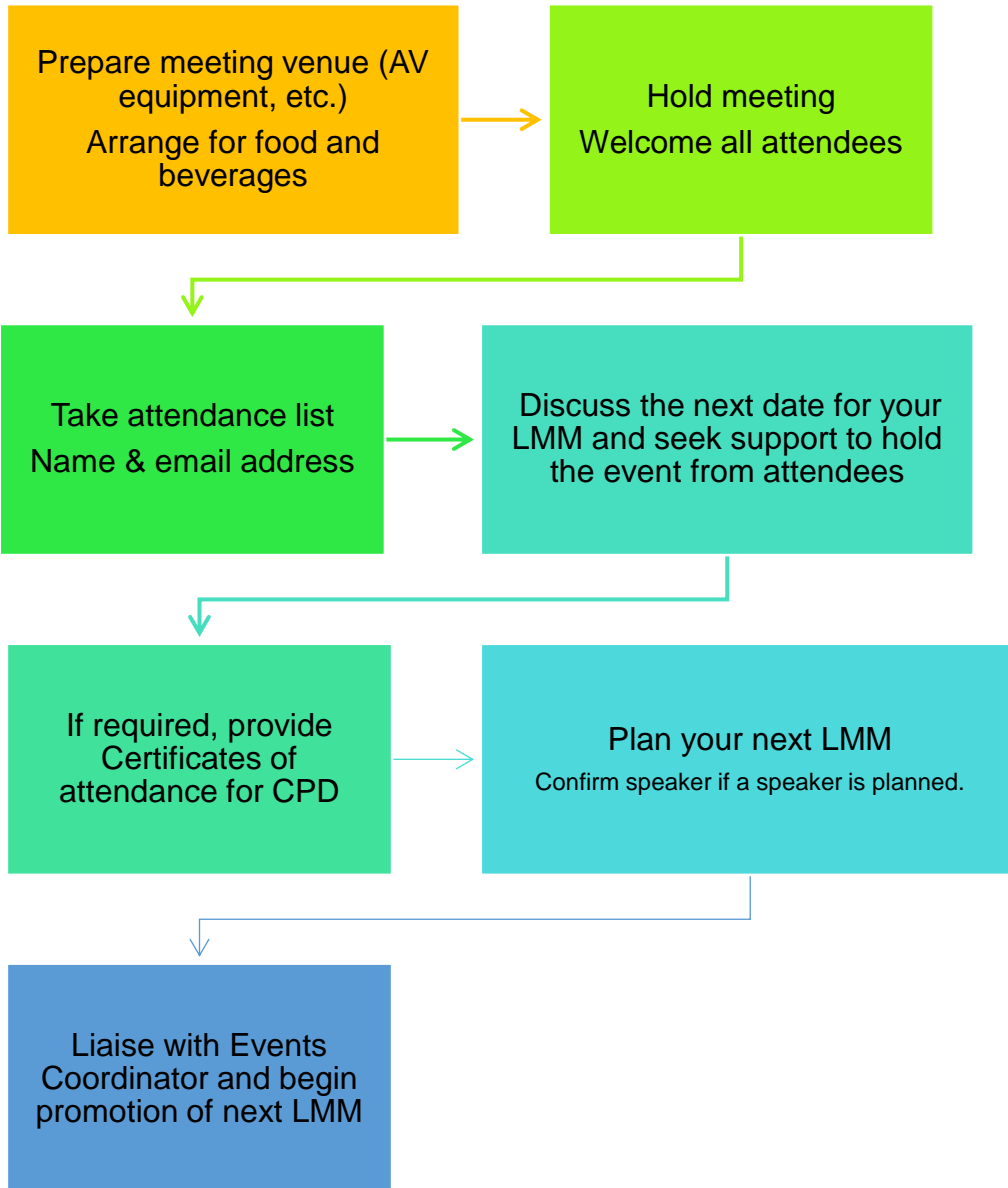
Process Flowchart for LMM Conveners and their first meeting



PROCESS FLOWCHART FOR ESTABLISHED LMM



PROCESS FOR HOLDING THE LMM



After meeting

Congratulate yourself on being awesome!
 And please know that ACSA is enormously grateful for your support in growing our association together.



Suggested Workflow for a LMM Convener

It is hoped that the below table will:

- Provide Local Member Meeting Convenors (LMMC) with a timeline for information required by the Events portfolio to ensure Local Member Meetings for the coming year are planned and advertised locally and on ACSA 's website.
- Enable the timely support and advertising on ACSA's website and via email for all Local Member Meetings throughout Australia.

| Date | Task | Person Responsible |
|---|---|-------------------------------------|
| Second week of February | Follow up emails to all LMM Convenors requesting the dates of Local member Meeting for the year ahead | Events Portfolio |
| Approx Mid-March | LMM Convenors to supply the dates of their LMM for the coming year | LMM Convenors |
| Approx Late March | Events provides all LMM with their individual timeline for the year ahead | Events Portfolio |
| Approx end of March | All Local Member Meeting dates are live on ACSA's website | Events Portfolio/ Communications |
| Approx end of March | All members and associated People/Organisations of interest are emailed the dates of all LMM. Promoted on Facebook, Twitter and LinkedIn | Events Portfolio/ Communications |
| Three weeks prior to the Local Member Meeting | LMM Convenors Email the confirmed advertisement using the ACSA Template to Events | LMM Convenors |
| Two weeks prior to the Local Member Meeting | The Local Member Meeting is advertised by email/Facebook, Twitter and LinkedIn to all members and associated People/Organisations of interest | Events Portfolio/ Communications |
| On the day of the LMM | Management Committee Members attend the LMM to provide support where possible | All |
| Within 7 days of the LMM | Events Portfolio communicates with the LMM Convenor to discuss/review the LMM and note actions or support the LMM Convenor may need for future Local Member Meetings | All members |
| November | Email LMMC to commence the process of planning LMM dates for the following year | Events Portfolio |
| December | Events Portfolio Committee member and/or President to email all LMMC to wrap up the year and thank them for their generous time and support for the Clinical Supervision Community and ACSA | President / Events Portfolio |



LMM CONVENOR ORIENTATION

Access to Website – General Instructions

As a member of ACSA you will have the ability to create a profile page whereby you can provide details of your professional background, interests and availability to provide Clinical Supervision should you wish to do so.

As part of your profile on the ACSA website, we encourage you to provide details regarding your role as a Local Member Meeting Coordinator (LMMC).

Please check the ACSA website for the tutorial and instructions on how to develop and maintain your profile.

If you are unable to find what you need, or if you have suggestions for particular documents, please contact the Events Coordinator and we can discuss your feedback further.

