

**Manitoba Association of Parliamentarians
2018 Spring Educational Seminar and Annual General Meeting
Saturday, April 7, 2018**

**Hilton Winnipeg Airport Suites
1800 Wellington Avenue. Winnipeg, Manitoba**

Register at www.parliamentarians-mb.ca/events

THEME: Strategy of Meetings

Many non-profit organizations are preparing for their Annual General Meetings. This seminar day will help you develop the skills to achieve an effective AGM that members will rave about!

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| 8:30-9:00 a.m. | Registration and Refreshments |
| 9:00 -9:15 a.m. | Welcome and Introductions |
| 9:15-10:15 a.m. | <p>Becoming an Effective Presiding Officer: The Art of Running a Meeting This session is recommended for the novice meeting chair but even seasoned presidors can learn from this interactive session about becoming the effective meeting chairperson:</p> <ul style="list-style-type: none">• Manage debate• Keep track of secondary motions• Chairperson's tools• Electronic meetings• Recorded meetings <p>Presenter: Deb Stewart</p> |
| 10:15-10:30 a.m. | Break |
| 10:30-11:45 a.m. | Annual General Meeting |
| 11:45-12:30 p.m. | Lunch |
| 12:30 -1:30 p.m. | <p>Education: So You're the Secretary! This interactive session will:</p> <ul style="list-style-type: none">• Discuss the role and responsibilities of the secretary• Preparation of Minutes• Maintenance of Action Lists• Retention of Minutes <p>Leader: Jim Taylor</p> |
| 1:30 -2:30 p.m. | <p>Parliamentary Panel The panel will address such issues as Postpone to a Certain Time, Lay on the Table; Adjourned Meeting and other questions posed by participants</p> <p>Panelists: Vera Chernecki, PRP; Roger Woloshyn, PRP; Don Freese, PRP-R</p> |
| 2:30 p.m. | Adjournment |