

**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!

- 8:30-9:00 a.m. Registration and Refreshments
- 9:00 -9:15 a.m. Welcome and Introductions
- 9:15-10:15 a.m. **Becoming an Effective Presiding Officer: The Art of Running a Meeting**
This session is recommended for the novice meeting chair but even seasoned presiders can learn from this interactive session about becoming the effective meeting chairperson:
- Manage debate
 - Keep track of secondary motions
 - Chairperson's tools
 - Electronic meetings
 - Recorded meetings
- Presenter: Deb Stewart**
- 10:15-10:30 a.m. Break
- 10:30-10:45 a.m. **Education: So You're the Secretary! Part 1**
This interactive session will:
- Discuss the role and responsibilities of the secretary
 - Preparation of Minutes
 - Maintenance of Action Lists
 - Retention of Minutes
- Leader: Jim Taylor**
- 10:45 a.m.-12:00 p.m. Annual General Meeting
- 12:00-12:45 p.m. Lunch
- 12:45 -1:30 p.m. **Education: So You're the Secretary! Part 2**
- 1:30 -2:30 p.m. **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
Panelists: Vera Chernecki, PRP; Roger Woloshyn, PRP; Don Freese, PRP-R
- 2:30 p.m. Adjournment