

### **MEMBERSHIP OF THE GROUP**

Decisions the residents need to make about their meetings are:

- ❖ Is the membership open to all residents to attend or elected representatives only?
- ❖ Should relatives and friends of residents attend meetings?

*As a guide: Residents Groups meetings need to be open to all residents with involvement of relatives and friend to be encouraged.*

### **SIZE OF THE GROUP**

- ❖ The size of the meeting may vary depending on the size of the facility.
- ❖ Some facilities may find they need to divide their residents into smaller groups to make it easier for everyone to be heard.
- ❖ The size is related to the aims and objectives of the group.

### **SMALL GROUPS**

- ❖ In smaller groups there is more opportunity for one to one interaction between members and a greater likelihood that intimacy will develop.
- ❖ If the purpose is for feedback from residents the group size may need to be small enough to accommodate involvement in the discussion.
- ❖ The Quality Quiz and small groups are useful methods for gaining feedback from residents.

### **LARGE GROUPS**

- ❖ In larger groups, sub-groups form and this could mean the larger group has one small active sub-group while others watch or listen.
- ❖ Therefore freedom of expression is restricted and personal recognition decreases.
- ❖ There is also more stress on the leader to co-ordinate activities and reticent persons participate less.
- ❖ There is more opportunities for communication problems, greater need for formal rules and procedures and problem solving takes longer.
- ❖ If the purpose is to educate, lecture, or to hear a guest speaker then the large group may save time and repetition of information.

### **DURATION AND FREQUENCY OF THE GROUP MEETINGS**

- ❖ Most residents meetings in Tasmania are held monthly with some 2 –3 months apart.
- ❖ Monthly meetings help residents to have a routine, and build relationships.
- ❖ Membership changes regularly and monthly meetings can help to introduce new residents to the group.
- ❖ Monthly meetings help to keep the number of issues down, issues will be dealt with more quickly and the length of meetings will be shorter.
- ❖ Given the frailty of members more frequent shorter meetings could be an advantage.

### **CONTACT BETWEEN SESSIONS**

- ❖ Most members of the group have contact between meetings. Therefore there needs to be some policy to deal with each issues raised between meetings.
- ❖ A decision needs to be made as to how issues are put on the agenda prior to meetings.

### **RECORDING**

Issues about minutes that need to be considered:

- ❖ Someone must write the records.
- ❖ Someone must store them.
- ❖ Everyone must have access to the records so someone needs to distribute the minutes.
- ❖ All issues raised need to be recorded.
- ❖ Someone must be responsible for taking action from the issues raised.
- ❖ Someone must be responsible for reporting on the action taken to the next meeting.
- ❖ It is important residents are consulted and given choices about the question of recording the minutes.

### **ROLE OF STAFF**

- ❖ To give information on issues.
- ❖ Is to offer support where needed, eg if asked to take minutes.
- ❖ To distribute minutes and is to take action on issues raised in the minutes.