

Meeting Etiquette

- **It is imperative that discussions held under the name of Women in Farming be considered CONFIDENTIAL.** Please respect confidences afforded to you whilst attending a Women in Farming meeting. We encourage the respectful sharing of situations and experiences from within your business, for learning purposes only. Do not use names or identifiable information when sharing what you have learned from Women in Farming. Please do not disclose information learned from Women in Farming third parties.
- **Try and arrive on time so you can enjoy your day.** We do however understand the distances we travel and nature of the business we are in so would much rather see you than not!
- **Women in Farming does not tolerate personal attacks** during discussions held throughout the meeting. We value all opinions and consider them as aiding our learning. Be sure to use constructive language when putting forward your opinion. Please respect the chairperson's directive to move the meeting forward even if an outcome or discussion appears to have not finished.
- **Women in Farming encourages discussions to be relevant, succinct and solution focused.** Think about your point and aim to isolate the key message, question or issue without too much irrelevant information. This saves time and allows us to get to the defining issue that we want to address.
- **Please ask questions if a point needs clarification.** It is not uncommon to find that if you do not understand something, the person next to you doesn't either - so do us all a favour and ask what everyone is wondering!
- **We encourage a supportive environment.** If you notice a potential conflict or misunderstanding taking place, please take appropriate action to ensure that the wellbeing of your fellow member is respected and protected. This can be done when appropriate - either during the meeting or making contact with a branch executive member outside the meeting and we can ensure things are rectified.
- **Please listen** before speaking and not interrupt people when they are talking. The chairperson will aim to be aware of those wanting to comment during discussion but if you are missed, contribute once discussion has ebbed and then offer your thoughts/comment. Don't



underestimate the contribution you can make during meetings. Women in Farming cannot function with one way input. Each of us has different levels and types of experience on farms. Some have been very engaged in their businesses and are willing to share this knowledge. In return, it's beneficial to all that whatever contribution you can offer - you do make!

- **Do interact** with the Women in Farming Facebook group to continue contact between meetings and use/contribute to the Resource files on the website.

