

## Module 1 Assessment 3: Board Meeting Roleplay 1

### Observable Behaviours Checklist

*Important note: This document is for guidance as to the observable behaviours you must demonstrate in the roleplay. The Assessor will complete their copy of the checklist.*

*Assessor use only*

Board Meeting			
Student Name			
During the roleplay, the student has demonstrated the ability to complete the following:		Satisfactory	
		Yes	No
Open the meeting with an acknowledgement of Country or a Welcome to Country and observe other cultural protocols.		<input type="checkbox"/>	<input type="checkbox"/>
Complete tasks involved in charring a board meeting, including:			
• Confirming required quorum is assembled.		<input type="checkbox"/>	<input type="checkbox"/>
• Following meeting agenda.		<input type="checkbox"/>	<input type="checkbox"/>
• Following meeting procedures timeframes and required rules.		<input type="checkbox"/>	<input type="checkbox"/>
• Following agreed decision-making processes.		<input type="checkbox"/>	<input type="checkbox"/>
• Confirming participant views are reflected in agreed decisions.		<input type="checkbox"/>	<input type="checkbox"/>
• Seeking declarations on real or perceived conflicts of interest.		<input type="checkbox"/>	<input type="checkbox"/>
• Advising board members when to observe required confidentiality.		<input type="checkbox"/>	<input type="checkbox"/>
• Referring to organisational constitution where necessary.		<input type="checkbox"/>	<input type="checkbox"/>
• Ensuring participants have an opportunity to speak.		<input type="checkbox"/>	<input type="checkbox"/>
• Ensuring participants have an opportunity to listen to the input of others.		<input type="checkbox"/>	<input type="checkbox"/>
• Confirming minutes taken during the meeting.		<input type="checkbox"/>	<input type="checkbox"/>
• Identifying income shortfalls and expenditure overruns.		<input type="checkbox"/>	<input type="checkbox"/>
Is reassessment required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reasonable adjustments made? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please record the type of adjustments made below under 'Comments' section.			
Comments:			