

Module 1 Assessment 5: Board Meeting Roleplay 2

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 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"/>
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:		