

Assessment 2: Role Play Instructions

Scenario

The Chairperson of the Bilbila Peoples Corporation has recently employed a relative in a key position. This has raised concerns among board members, staff and community members. A community meeting is scheduled to address these concerns.

During the meeting, there is a conflict between the Chairperson and a community member.

During the role play:

- Discuss the issue with board members, staff and community members to gather information.
- Refer to organisational policies and governance frameworks related to conflict of interest.
- Record the meeting discussion and the meeting outcomes and reflect on how you dealt with the conflict that occurred during the meeting by populating the Customer Management System template.

After the role play:

- Check the information in your completed Customer Management System template in the *Office Use only* field.
- Complete the Meeting Outcomes Email template. Refer to your completed Customer Management System template for drafting the email, advising the board members, staff and community members of the outcomes of the Community meeting, the board's decisions and reasons behind them.