

As with all actKM Coordinating Committee meetings, the position is open for re-election each year.

the Monthly Meetings Convenor is a full member of the actKM Coordinating Committee

the actKM Coordinating Committee can assist in the recruiting process if required

The Monthly Meeting coordinator retains responsibility for the responsibilities laid out in this charter

Additional staff recruited will not necessarily be appointed to the actKM coordinating committee

Additional staff can be recruited to provide any assistance needed to perform this role

Any attending committee members will be available to assist with set-up and clean-up at each meeting

Coordinate a roster to look after the food/drink trolley

Ensure the food / drink trolley is available at the start of each meeting

Coordinate stocking of the trolley

collect contributions from meetings

manage the float for the trolley

seek top-up funding from actKM committee as required

Ensure the schedule of forthcoming presentations is maintained on the actKM website

Post messages to the actKM and other lists approximately 3 weeks and one week prior to each event

Advertise forthcoming events using the actKM blog

General

ActKM Monthly Meetings Convenor Charter

About Monthly Meetings

Meetings are held the first Tuesday of each month.

Meetings start at 5.30pm with drinks/nibbles. Presentations normally go for 40 minutes followed by discussion and should be completed by 7pm

In February 2006, actKM moved to a new meeting location at the National Archives of Australia Building in Barton.

The format of the meetings typically consists of a presentation from an invited guest speaker followed by questions and discussion.

Members are encouraged to give presentations on their knowledge management initiatives in their organisations.

Venue

Maintain effective liaison and working relationships with NAA

Book venue for meetings and confirm venue availability before events

Arrange alternative venues where the NAA is no available or suitable

Ensure that every effort is made to ensure that actKM respects the generous provision of the facility and continues to be welcomed

Speakers

Coordinate the schedule of speakers / topics for the monthly meetings

Maintain the schedule, with the master being shown on the actKM website

Where possible, obtain presentations from speakers for posting to the actKM website

Logistics

Coordinate travel / accomm arrangements for speakers should this be necessary

Obtain approval from the actKM committee before committing to any funds expenditure

Marketing / Advertising