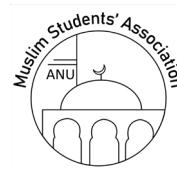


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## **Meetings Policy (ANU MSA)**

### **General Meetings:**

#### **Health and Wellbeing:**

At every meeting, a reminder of our health and well-being policies should be announced. We should emphasize the support services available at ANU and encourage members to contact us if they have any accessibility concerns or requirements relating to the ANU MSA and that we will do the best we can to create a supportive environment for all of our members.

Appropriate efforts should be made to ensure that the meeting is accessible to all members and take into consideration any special requirements or considerations regarding accessibility and well-being.

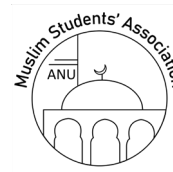
Appropriate Content Warnings should be given if the ANU MSA wishes to discuss any sensitive topics or materials, such topics may include issues related to violence, mental illness, domestic violence, trauma, war, sexual abuse, etc... A means of support for members who may be distressed by such topics should be given before the mentioning or discussion of such topics takes place, for example, a list of hotlines or support services on campus which students can seek help from.

If these Content Warning requirements are not met, the ANU MSA should release an apology announcement to all of its members and provide them with information on where to seek help and support.

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## **Executive Meetings:**

### **Health and Wellbeing:**

Every meeting should begin with an introductory check-in from each member, members may choose not to provide a check-in if they do not feel comfortable. The purpose of this check-in is to prioritize the health and well-being of Executives and make sure that we are open and honest about anything which may affect our commitment to the ANU MSA, that way we can all help to support one another and we can plan or deal with any issues major or minor as soon as possible. This will help Executives to feel supported, we do not want any of our members to feel stressed, overwhelmed, or pressured in their roles and we want the ANU MSA Executives to be in a supportive environment.

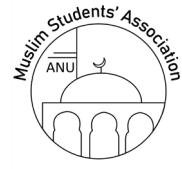
Any personal circumstances or concerns regarding health and well-being should not be disclosed beyond the ANU MSA Executives and will not be recorded in the meeting minutes.

In this introduction they should share anything relevant to their role on the executive committee, relevant items may include:

- General update on how they are going and how they are feeling about their role in ANU MSA
- Relevant ANU or wider community news that affects the ANU MSA
- Feelings of stress, unease, or feeling overwhelmed by a task or situation
- Request for more support or to delegate or change the nature of a task or role-related responsibility
- Study circumstances and commitments - assignment deadlines/exams
- Time constraints and time availability (could be due to anything including work or other commitments)
- Concerns or requests regarding accessibility and inclusion relating to their role in the ANU MSA (for example, requirements for a disability or special circumstance)
- Disclosure of health conditions or personal circumstances which affect their ability to perform their role (details or names of health conditions are not required unless the member feels comfortable, saying I'm having a tough time or feeling unwell is enough)

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and should be believed and taken seriously) Members are not pressured to disclose and may choose not to do so.

**ANU MSA**