USING GVO TO MANAGE MEETING PACKS AND MEETING PREPARATION

1 Meetings are added to the GVO calendar in advance, acting as a 'placeholder' until the meeting draws closer. 'Share' the dates with Governors and Trustees so they can populate their own diaries

2 When adding a meeting to the GVO calendar, select the 'Second Location' field to show the meeting in the correct Folder, and the Board/Committee field to manage meeting attendance

3 Files and documents are added to GVO in advance of the meeting, in the correct Folders - later these will be linked together to form the 'meeting pack'. An organised filing system of papers and files will help for audit and inspection

4 When the meeting pack is ready to be prepared, select the meeting from the calendar, and use the Edit button. Use the 'Link' button to pull together all of the papers from their original location in GVO - ensuring there is only ever one unique version of a document

5 A 'Share' notification can be sent, telling Governors or Trustees that the pack is ready. They can mark their 'intended' attendance/apologies and start their pre-work. The meeting pack can be downloaded as a single, smart, PDF file using the 'Meeting Pack Download' button

6 Using the links in the meeting pack Governors can add their questions/comments/approvals on each document. This serves as an excellent record of challenge and compliance, leading to more focused meetings and ensures that everyone comes to the meeting prepared and informed

Ongoing Support is available for all GVO users.
Call 01273 921066 or email support@thegvoffice.com for any help or training requirements.