

## FACT SHEET

### An overview of network coordination

**Generally a network member or small group of members volunteer to take a leadership role within the group. This Fact Sheet outlines what this involves.**

#### Overview of coordination responsibilities

Network coordination basically involves one person or a small group of people volunteering to be responsible for working with MHPN to organise network meetings on a regular basis.

You can become involved in coordinating an existing network, establishing a new network or restarting a network that hasn't met for a while.

When establishing a new network, there may be some additional responsibilities that include working with the network members to identify the group's purpose and setting some objectives around what the network wants to achieve.

Even networks that have been established for some time can benefit from "checking in" with all members to ensure the group's purpose is still relevant and meets the group's needs.

The **Network Options Fact Sheet** provides some guidance to help define a network's purpose and objectives.

#### Who might volunteer to coordinate or help coordinate a network?

Anyone with a professional interest in mental health, with skills in group work is encouraged to consider taking on the coordination function. This is a voluntary role and while MHPN will provide support, coordinators take responsibility for undertaking a number of tasks (these are outlined on the following page).

Often these tasks are completed in the coordinator's own time.

#### Options for coordination

The responsibility of coordination doesn't need to rest with one person, the following options or combination of options may be considered:

- > **Planning group / steering group / committee.** A small group of representatives from the network work together to make decisions about network meetings and undertake the resulting tasks.
- > **Dual-coordination.** Two people work together, sharing the responsibilities of coordination.
- > **Rotating coordination.** Network members take turns coordinating each network meeting.
- > **Individual coordinator.** One person takes responsibility for coordinating all network meetings.

#### What tasks are involved in coordination?

The network's coordinator, with support from a dedicated MHPN project officer takes responsibility for arranging network meetings. It is anticipated that the coordinator will liaise with network members as appropriate to seek agreement or feedback on meeting details.

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### Generally speaking, coordinating a network includes the following tasks for each meeting:

#### Before the meeting

This involves liaising with network members to identify when and where the meeting will be held, as well as what content will be covered. In particular, this includes things like:

- > setting the meeting's agenda
- > deciding what format the meeting will take
- > booking the venue and organising catering
- > liaising with MHPN.

#### **MHPN provides support by:**

- > where necessary, providing advice about venue bookings and catering arrangements
- > sending meeting invitations and collecting RSVPs
- > providing advice about and access to sources of meeting content, including guest speakers, case studies, etc.

#### The day of the meeting

The following tasks are often required on the day of the meeting:

- > setting up the venue
- > liaising with the caterer
- > collecting attendance details using the Attendance Sheet
- > chairing the meeting.

#### **MHPN provides support by:**

- > reimbursing meeting expenses
- > providing a pre-populated Attendance Sheet to make keeping participation records easy.

#### After the meeting

In the days following the meeting, the coordinator is responsible for:

- > returning the Attendance Sheet to MHPN
- > submitting any meeting expense claim forms or invoices for payment.

The **Network Support Fact Sheet** provides further information on the administration, funding and personal support MHPN is able to provide.

#### **MHPN provides support by:**

- > sending all meeting attendees a Certificate of Attendance that can be used to self report for CPD recognition
- > sending all meeting attendees who agree to share their details a Network Directory that outlines the contact details and profession of network members.

### Next steps

If you would like to start a new network contact MHPN, or refer to **An Easy Guide to Starting a Network Fact Sheet**.

### Want more information? Contact MHPN

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