

CCSMP36

Organise and support meetings for a music publishing organisation



Overview

This unit is about prepare for and supporting meetings in a Music Publishing organisation. You will be expected to make all the meeting arrangements and to assist with follow-up activities.

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Performance criteria

You must be able to:

- P1 confirm the meeting brief
- P2 confirm the venue, equipment and catering requirements
- P3 produce the agenda and meeting papers as required
- P4 invite attendees and confirm attendance
- P5 make sure attendees' needs are met
- P6 collate and dispatch papers for the meeting within agreed timescales
- P7 produce spare copies of meeting papers
- P8 arrange the equipment and layout of the room
- P9 take accurate notes of the meeting including attendance
- P10 produce a record of the meeting in line with requirements
- P11 seek approval and amend the meeting record as necessary
- P12 circulate the meeting record within agreed timescales

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Knowledge and understanding

You need to know and understand:

- K1 the role of the person organising and supporting the meeting
- K2 how to plan and support meetings effectively and efficiently
- K3 the types of meeting to be held and any specific features
- K4 why it is important to confirm the meeting brief
- K5 the types of information that attendees will need
- K6 the types of resources that will be needed for different types of meetings
- K7 any special requirements that attendees may have and how to meet these
- K8 health, safety and security requirements when organising meetings
- K9 the support you may be asked to provide during the meeting
- K10 what should be included in a record of the meeting
- K11 why it is important that you make sure the record is accurate and is approved

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Developed by	Creative and Cultural Skills
Version number	1
Date approved	December 2010
Indicative review date	
Validity	Current
Status	Original
Originating organisation	Creative and Cultural Skills
Original URN	MP36
Relevant occupations	Arts, Media and Publishing; Associate Professionals and Technical Occupations; Performing Arts; Crafts, creative arts and design; Media and communication; Publishing and information services; Artistic and Literary Occupations; General; Elementary Administration Occupations
Suite	Music Business (Publishing)
Key words	music publishing, music business, writers, composers, meetings, organising meetings, support meetings