

Purpose

At Queen's Advancement's, everyone should be empowered to work off campus. As a result, you're just as likely to be working with someone in a different part of the country (or a different part of the world) as you are with someone in a different part of the office. To support this commitment, these are the practices we are committed to in order to ensure our business is conducted in an inclusive manner:

- Communications are asynchronous
- Processes and tools are designed to include off-campus employees equally
- Information and individuals are equally accessible to all
- Off-campus options are also available for all in-person meetings

Guideline

As it pertains to meetings specifically, there are some additional norms we follow:

- Mondays are meeting-free (for meetings internal to Advancement exclusively)
- Meetings are scheduled to consider different time zones
- Different virtual meeting platforms are considered to maximize opportunities to see attendees – i.e. a Zoom meeting will be considered rather than Teams for meetings with more than 9 attendees
- Meeting agendas and materials – or links to them – are posted in the calendar invite
- Meeting times should be communicated in different time zones – in agendas and communications about the meetings
- Meeting language is in English, and in the ET time zone
- Meeting chairs will confirm expectations for videos in meeting invites and/or at beginning of meetings
- Meeting chairs will confirm expectations for how to indicate you have a question or comment to make at the beginning of meetings
- Buffer times are scheduled between meetings – meetings start on the hour or half-hour, and end after 25 minutes or 50 minutes on average
- Staff are empowered to book lunch breaks into personal meeting schedules
- Interactive components should be included in meetings longer than 50 minutes
- Regular breaks are scheduled in meetings longer than one hour
- We will always ask permission to record
- If we have to change a meeting time, we should provide an explanation
- Meeting participants are muted when not speaking
- Advancement leaders will develop “virtual watercoolers” - online strategies for individuals to get to know each other and connect informally outside of structured meetings