***Brief Notes from EA’s Exchange 3.2.22***

How do councils send actions from meetings e.g. ELT?

Hinchinbrook have implemented a spreadsheet with an action column.

Central Highland uses a program called smart sheet.

To nominate a CEO for PSM you can do via the below website.

https://www.pmc.gov.au/sites/default/files/files/pmc/Honours/psm\_form.pdf

Do give yourself a few months to get all the relevant supporting documents and to put it together.

Also, to keep in mind about the LGMA awards.

Awards for Excellence

International Manager Exchange

Manager of the year award for leadership and management excellence

Young Manager of the year award for leadership and management excellence

<https://www.lgmaqld.org.au/LGMA-Awards>

If the group have questions before the next exchange, they would like to ask they can be asked via the LGMA EA’s Village Discussion Board. Just remember to click the subscribe to forum tab.

<https://www.lgmaqld.org.au/executive-assistants>

***Dates for upcoming Village Exchanges and Webinars***

**MARCH 2022**

1 Mar Parks and Gardens Exchange

 1 Mar Corporate Planning Webinar

2 Mar ICT Exchange

3 Mar Library Exchange

8 Mar Heritage Exchange

9 Mar Facilities Exchange (Caravan Parks)

10 Mar Community and Planning Webinar

15 Mar People and Culture Webinar

**APRIL 2022**

28 April – HR Webinar

**MAY 2022**

3 May People and Culture Exchange

2 3 May Tourism Exchange

3 May Sport and Recreation Exchange

4 May Governance Exchange

4 May Finance Webinar

5 May Library Exchange

10 May Compliance Exchange

10 May Parks and Gardens Exchange

11 May EHO Exchange

11 May Grant Writing Webinar

2 May Customer Service Exchange

12 May Executive Assistants’ Exchange

**JUNE 2022**

1 Jun ICT Exchange

Jun Library Exchange

8 Jun Facilities Exchange (Cemeteries)

14 Jun Heritage Exchange