



## FACT SHEET

# An overview of network coordination

### Network coordinator responsibilities

The network coordinator sets meeting dates, liaises with their dedicated Project Officer on administrative tasks, guides content, and facilitates online meetings.

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

People with a professional interest in mental health who are comfortable facilitating meetings via video conferencing and have group work skills are encouraged to become voluntary network coordinators. While MHPN will provide administrative and financial support for the network, coordinators hold responsibility for several tasks (outlined on the following page). Often these tasks are completed in the coordinator's own time.

### Benefits of coordinating an MHPN Online Network

- Collaborate with other health and mental health workers, local or across Australia
- Professional development
- Discuss local or specialty mental health needs and challenges
- Feel less isolated and part of a broader team
- Learn about new research, discuss ideas and liaise with experts
- Contribute to the collaborative care conversation

### 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:

#### Dual-coordination

Two people work together, sharing the responsibilities of coordination. This can be useful during meetings, for example, one person can chair the meeting and the other monitor the chat box.

#### 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?

With support from a dedicated MHPN Project Officer, a network coordinator 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.

### Coordinating an online network includes the following tasks for each meeting:

#### Before the meeting

##### Network coordinator tasks

- Participate in an initial video conference technical briefing
- Set meeting dates and the agenda
- Liaise with MHPN

##### Support from MHPN

- Provide initial training to familiarise coordinator with the video conference software.
- Assist with video conferencing room log in links
- Send meeting invitations and collecting RSVPs.
- Provide advice about and access to sources of meeting content.

#### The day of the meeting

##### Network coordinator tasks

- Log in early to open the meeting
- Facilitate the meeting
- Remind members of the housekeeping/ground rules guidelines

##### Support from MHPN

- Reimburse meeting expenses
- Extract the attendance data from the video conference platform and mark attendance.

#### After the meeting

##### Network coordinator tasks

- Provide any post meeting feedback to MHPN
- Submit any meeting expense claim forms or invoices for payment

##### Support from MHPN

- Send all meeting attendees a Certificate of Attendance that can be used to self report for CPD recognition.
- Send all meeting attendees who agree to share their details a Network Directory

## Contact us

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