



How to run an effective MEETING

WITH PROPER PREPARATION, ANY MEETING CAN BE EFFECTIVE AND ENJOYABLE!

BEFORE THE MEETING

1. Define the purpose of the meeting. If you can't come up with a purpose, don't have a meeting!
2. Develop an agenda with the officers and advisor
3. Distribute the agenda and lengthy documents or articles so members will be prepared up-to-date.
4. Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember, members have other commitments.
5. If possible, arrange the room so that members face each other. For large groups, try U-shaped rows. A leader has better control when he/she is centrally located.
6. Choose a location suitable to your group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
7. Use visual aids for interest (e.g. posters, diagrams, etc.)
8. Vary meeting places to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

DURING THE MEETING

1. Greet members and make them feel welcome, even late ones when appropriate.
2. If possible, serve light refreshments, they are a good ice breaker and make your members feel special and comfortable.
3. Start and finish on time.
4. Review the agenda and set priorities for the meeting.
5. Stick to the agenda.
6. Encourage group discussion to get all points of view. You will have better quality decisions as well as highly motivated members – they will feel that attending meetings is worth their while.
7. Encourage feedback. Ideas, activities and commitment to the organization will improve when members see their impact in the decision making process.
8. Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive.
9. Keep minutes of the meeting for future reference in case a question or problem occurs.
10. Leader, be a role model by listening, showing interest, appreciation and confidence in members. Admit mistakes.
11. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts or things they feel are good or successful, reciting a group's creed, or a "good of the order."
12. Set a date, time, and place for the next meeting.

AFTER THE MEETING

1. Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces error of memory.
2. Discuss any problems during the meeting with other officers and advisor; come up with ways improvements can be made.
3. Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
4. Give recognition and appreciation to excellent and timely progress.
5. Put unfinished business on the agenda for the next meeting.
6. Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

SAMPLE AGENDA

1. Call to Order
2. Roll Call
3. Guests
4. Officer Reports
5. Old Business
6. New Business
7. Adjournment