

# Meeting Management

Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, to keep updated on current events, to provide a chance to communicate, to keep the group cohesive, and to allow the group to pull resources together for decision making. The following are some tips to help make your next meeting successful, productive and fun.

## Before the Meeting

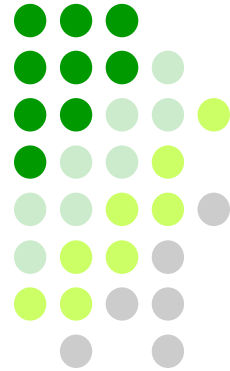
- × Define the purpose of the meeting. If you can't find a purpose, don't have a meeting.
- × Develop an agenda.
- × Distribute the agenda, background materials and lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.
- × Choose an appropriate meeting date and time. Set a time limit for the meeting and stick to it.
- × Arrange the room so members face each other (if possible).
- × Choose a location suitable for your group's size. Small rooms with too many people get stuffy and create tension.
- × Use visual aids (poster, diagrams) for interest. Post a large agenda up for members to refer to.
- × Be sure everyone knows where and when the next meeting will be held.

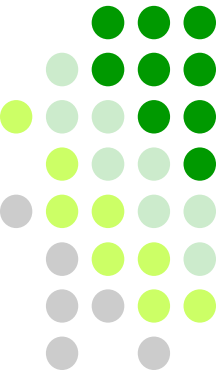
## During the Meeting

- × Greet members and make them feel welcome.
- × Start on time and end on time.
- × Review the agenda and set priorities for the meeting.
- × Stick to the agenda.
- × Encourage group discussion of general points of view.
- × Group problem solving is more efficient when no single individual is allowed to dominate.
- × The role of the chairperson is like that of an orchestra conductor: You recognize people who wish to speak but have relatively little or no input yourself.
- × Be sure your role is understood and accepted by the people in the group. If you feel the meeting is straying from its goals, be directive.
- × Encourage feedback.
- × Keep conversation focused on the topic.
- × Keep minutes for future reference in case a problem or question arises.
- × Be a role model by listening and showing interest, appreciation and confidence in members.
- × Summarize agreements reached and end the meeting on a positive note.
- × Never break up a meeting until everyone understand what needs to be done next and who will be responsible for each task.

## After the Meeting

- × Write up and distribute minutes within three or four days.
- × Discuss any problems during the meeting with officers and advisor(s); come up with ways to improve.
- × Follow up on delegation decisions. Check to see that members understand and carry out responsibilities.
- × Give recognition and appreciation to excellent and timely progress.
- × Put unfinished business on the agenda for the next meeting.
- × Conduct a periodic evaluation of the meetings.





## Agendas

An agenda is an important tool for the leader who wants to make effective use of meeting time. It is usually in outline form and guides the conversation of the meeting. Agendas can also be used to assist in long-range planning and help in record keeping. Some things to keep in mind:

- ✘ Allow all members the opportunity to submit items for the agenda.
- ✘ Develop an agenda that fits your organization's needs. Not every group does a roll call or approval of the minutes.
- ✘ Try to distribute the agenda in advance. If your organization does not print agendas for every member, post the agenda in advance. At the very least, put the agenda on the board for your members
- ✘ During meetings, record all items that need to be placed on future agendas.
- ✘ Allow for flexibility in the agenda.

## Sample Agendas

Formal Agenda:  
Meeting Title, Place, Time and Date.

- I. Attendance
- II. Minutes Approved
- III. Agenda Approval
- IV. Officer Reports
- V. Committee Reports
- VI. Old Business
- VII. New Business
- VIII. Discussion Items
- IX. Announcements

Informal Agenda:

- I. Old Business (list issues needing resolution)
- II. Reports
- III. New Business
- IV. Announcements