



Planning Successful Meetings

When planning your upcoming meetings, preparation is key....

Choose the Purpose

- Never have a meeting just to have a meeting. You may be able to resolve issues through other means.
- Each meeting should be associated with a goal the organization wants to achieve.
- A meeting should always have purpose: This could be to update members, find resources, or ask the opinion of the group.

Be Prepared

- Choose an appropriate style of meeting. Some meetings may be informational, others are an open forum, and some are just for presentation, while others are a combination of a few different styles.
- Choose an appropriate setting. Make sure the room you have is large enough to be comfortable as a small room may get hot and stuffy.
- Agenda: Come prepared with your minutes ready to distribute. This allows members to prepare remarks and to ensure everyone is being kept on track.

During the Meeting

- Define the expectations for the meeting at the beginning.
- Make sure to greet members as they arrive and be courteous to all who join you.
- Create a positive environment for others. Be enthusiastic, have concern for others, and treat each member with respect. Light refreshments are good icebreakers and shows that you care about your member's well-being.
- Collaboration and communication is key for a group to succeed. Set the example and encourage others engage in discussion and feedback.
- Keep conversations focused towards the task at hand but don't ignore comments that go off track. Write them down to address at the appropriate time.
- Establish rules of order. This could be a formal Robert's Rules of Order or simply asking for officer reports. Rules allow for the meeting to flow and for members to stay on track.
- Take minutes. This way, you can always track who is said what and what was accomplished during the meeting.
- Work fast: You will only have the attention span of everyone for a short amount of time.
- Start on time and end on time.
- Summarize the agreements that were made during the meeting.

After the Meeting

- Distribute minutes in a timely manner.
- Follow-up with individuals who may have more questions or need extra guidance.
- Construct a new agenda based on unfinished goals from the past meeting.
- Give out recognition in a timely manner.