

# Helpful Hints for Running an Effective Meeting

## A Good Meeting Leader

- Informs and reminds members of the time, date, and location of the meeting  
Reviews the goals of the meeting and provides an agenda
- Actively listens to members of the group  
Provides praise for participation
- Sticks to the agenda and keeps members on topic  
Attempts to get opinions from both sides of a situation  
Maintains records of the meeting
- Follows up on task or incomplete items
- Tries to make the meeting enjoyable for themselves and their members  
Thanks people for attending

## Good Meeting Manners

- Arrive on time & stay until the end
- Do not disrupt the meeting (phone calls, whispering, fidgeting)
- Allow others to speak

## Keep Your Meeting Active!

- The average person has an attention span of 23 minutes!
- Use games, guest speakers, jokes, or take breaks to keep members engaged. Try having your meetings in a new location once a month or having themed meetings.

## Things to Watch Out for In Meetings

- No clear agenda
- Do not speed through discussion  
Too many agenda items
- Shifting focus
- Lack of group vision about the organization  
Too many participants or the wrong participants
- Allowing one or two people to dominate discussion  
Not taking enough time to discuss/debate

# Basic Agenda Planner

Organization Name: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

- I. Call to Order
- II. Roll Call/Attendance
- III. Guest Speakers
- IV. Review Minutes from Previous Meeting
- V. Officer Reports
  - A. Treasurer
  - B. Secretary
  - C. Vice President
  - D. President
- VI. Committee Reports
- VII. New Business
- VIII. Announcements
- IX. Adjournment