EFFECTIVE MEETINGS

Before a meeting:
- Why are you having a meeting? Make sure the meeting has a clear purpose.
- Email the meeting agenda to members ahead of time. Email any materials that need to be read in advance to your members.
- Make sure everyone knows the day, time, and location of the meeting. Keep meeting times consistent. Members will be more likely to attend if they know in advance when and where all the meetings are.

At a meeting:
- Greet members and make them feel welcome.
- Start and end on time.
- Keep meeting minutes.
- Mix things up with icebreaker activities, guest speakers, snacks, etc.
- Stick to the agenda and keep the discussion on topic. If people bring up off-topic issues, “park” the issues and come back to them later.
- Keep members engaged by encouraging discussion, feedback, and ideas.
- Encourage members to take the lead with planning activities and events.
- As the leader of the group, model how you want your members to act. Listen to others, be respectful, and contribute to the group.

After a meeting:
- Summarize discussion topics, assigned duties, and other business at the end of the meeting.
- Send the minutes out to members within two days of the meeting.
- Follow up on delegated tasks.
- Include unfinished business on the next meeting agenda.
- Make sure everyone knows the date, time, and location of the next meeting.
- Occasionally evaluate your meetings for areas of improvement.