

Running and Effective Meeting

Tips and Tricks

Determine Goals for the Meeting

- What does your organization need to achieve?
- What do you want your members to get out of this meeting?
- How can this meeting work towards any larger goals?

Create an Agenda

- Attendance
- Icebreaker/Team-Builder
- Review Previous Meeting's Minutes
- Executive Committee Reports
- Old Business
- New Business
- Comments, Questions, Concerns
- Announcements
- Time to Socialize

Facilitation

The role of facilitator can be learned by everyone. Facilitation is about helping the group to have an efficient and inclusive meeting. The success of a meeting is a shared responsibility of the group, and facilitators help guide this process by attending to the meeting structure, time, and flow of discussion. Practice the following tips to continue to enhance your facilitation skills:

- Make sure there is a clear purpose and expectations of outcomes and deliverables
- Agree on time blocks to keep meeting on track
- Listen first, talk second
- Identify strategies to engage less vocal members
- Provide overview of discussion points and identify action steps

Keep Track of Discussion and Decisions

- Have a secretary or a designated person to take minutes

Review Meeting

- As an Executive Board meet to review how successful the meeting was
- What went well and what did not