Running an Effective Meeting

It takes a team of people who actively exchange ideas to accomplish goals.

To help ensure success, group members should:

Understand the meeting’s purpose:
- exchange information - socialize
- solve problems - brainstorm
- make decisions - get work done
- explain issues - share concern

Pool their knowledge:
- express their thoughts
- react to others’ ideas
- combine their skills to reach solutions

1. Be prepared for the meeting:
   • Know the purpose
   • Research available material, know what you are presenting
   • Review the agenda/give an overview
   • Ask questions
   • Understand why you’re there
   • Enter items on the agenda
   • Bring a pen and paper

2. Have good meeting manners:
   • Arrive on time
   • Avoid unnecessary interruptions
   • Observe specified time limits
   • Refrain from distractions
   • Stay until the end
   • No side chatter
   • Be attentive
   • One person speaks at any one time
   • Raise hand

3. Participation in the meeting is the key for success:
   • Support the group’s efforts
   • Get involved in discussions
   • Be creative
   • Express your feelings
   • Share your thoughts
   • Take notes

4. Tips on effective communication:
   • Listen carefully
   • Be courteous
   • Respect opinions
   • Consider suggestions
   • Express yourself clearly
   • Summarize as needed
   • Include everyone
   • Offer suggestions
   • Be clear
   • Don’t repeat what’s been said

5. Bring the meeting to a close:
   • Tie up loose ends
   • Delegate follow-up assignments
   • Summarize necessary points of the meeting
   • Plan the next meeting if necessary
   • End the meeting on a positive note
Sample Meeting Agenda
An important tool to an effective meeting is an agenda. It keeps everyone on task and informed. The following is an example of a good agenda:

I. Call to Order
II. Role Call
III. Approval of Minutes
IV. Announcements
   a. This is the time to discuss general announcements that would not fall under committee reports
V. Officer Reports
   a. President, b. Vice President, c. Secretary, d. Treasurer
VI. Committee Reports
   a. Allow a representative from each committee to give an update
VII. Old Business
   a. Follow up on unfinished discussions or issues
   b. Evaluate recent programs
VIII. New Business
   a. This is the main part of your meeting, when you make plans, finalize decisions, delegate duties, etc.
IX. Closing Remarks
   a. Remind people of important dates/times or duties.
   b. Make sure everyone is on the same page.
   c. Always try to close on a positive note.