



RUNNING AN EFFECTIVE MEETING

A mini guide to holding meetings that motivate...

DO: Get agendas for your meetings and follow them.

DO: Be aware of various roles individuals play in group situations.

DO: Listen to committee members ideas and follow through with plans to act upon them.

DO: Give people time to prepare themselves for the meeting.

DON'T: Include people in a meeting who have very little interest in the subject to be discussed. Set alternate times to discuss that issue or indicate prior to the meeting who can excuse themselves if they wish.

DON'T: Start a meeting with a lot of bad news if you can at all avoid it.

DON'T: Present your committee members with a completely finished plan. Allow them to make a contribution before the final decision is made.

DON'T: Let a strong personality pit the group against you. Get him or her on your side before the meeting is held.

Remember, the greater the spirit, morale, and interest of your group, the greater participation you will have.

**So, make your meetings fun!
But stay focused and productive.**

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