

# HOLDING ENGAGING MEETINGS

## COMMON PROBLEMS:

- › Meeting starts or ends late
- › Discussions get off track
- › Members monopolize the discussions
- › Lack of direction and focus
- › Relevant documents not available to the membership
- › Lack of communication regarding the meeting
- › Meeting failing to address issues/ concerns that are of interest to members
- › Members feel that their time was wasted

## GOOD MEETINGS ARE:

- › Effective
- › Productive
- › Relevant
- › Interesting
- › Efficient
- › Inclusive
- › Informative

### **The business part of a local meeting should be kept as short as possible.**

This can be achieved by making sure you are organized and that information such as Local Executive and committee reports, minutes of the previous meeting, and financial reports are available to the membership before the meeting. This will avoid having to read out these documents or do lengthy reports during the meeting.

## KEY CONSIDERATIONS FOR PLANNING MEETINGS

### **Invite Union leaders to your meetings.**

People want to hear directly from them and make sure their own views are carried on to higher levels.

### **Include short educational sessions.**

**Make your meetings interesting.** Hold the work and “business” down to an hour or so. Leave time for informal discussion and/or social interaction.

**Plan an engaging agenda.** Putting the topics that are most likely to engage people near the beginning of the meeting, or using a priority agenda, ensures that the items members care about are seen as important.

**Do things at meetings.** People will be more committed to things that have been agreed on in the group. They won't keep coming to meetings unless they accomplish something.

- › Transact business
- › Make decisions
- › Review past work
- › Plan new things
- › Do report-backs from Unit/Office Representatives
- › Talk about issues
- › Learn
- › Ask for feedback