

# TIPS FOR EFFECTIVE MEETINGS

## **Develop an agenda that reflects the goals of the meeting.**

Focus on issues that members care about and consider how the agenda might shape their interest. Have report-outs from Unit/Office Representatives and allow members to bring up items they want to discuss. The Local Executive should meet and decide what the goals of meeting are and what results or actions (if any) you want members to take after the meeting.

## **Develop a “turn out” plan that encourages members to attend.**

This could include a specific social activity, draws, food or a speaker that would be of interest.

## **Prepare previous minutes, reports and other documents ahead of time.**

Consider handing out written reports to avoid having to read out documents during the meeting. This will save you time and allow you to be more creative with your agenda.

## **Decide when and where the meeting will be.**

Try to select a day, time and location that is the most convenient and accessible for the majority of your members. Consider rotating these to allow for more diversity in participation.

## **Use a room set up that will encourage participation.**

Having a u-shaped table set-up or a round table allows attendees to more easily engage and share. Not having the local executive at a head table or separate table also allows for feelings of equality and that everyone’s voice has equal weight.

## **Distribute the meeting notice to members well in advance.**

In addition to a written notice, be sure to contact members one-on-one. Use your Unit/Office Reps and technology (phone/ text). The notice should include time, date, location and highlight the “hot button issues” to be discussed or why it is important to attend.

## **Make sure the meeting starts and ends on time.**

## **Recognize and welcome first timers and new members.**

Pair them with one of the regular attendees. Develop mentor relationships and use learning opportunities rather than just giving the answers.

## **Encourage lively discussion and debate on action items.**

## **Know and follow Roberts Rules of Order.**

You want to encourage participation so sometimes it helps if you take a less formal approach to the rules of order and assist members to make motions. Record motions, seconds, and whether motions pass or fail in the minutes.

**Be respectful to all members and do not allow certain members to dominate the discussion. Try to draw new or first time attendees into the discussion without putting them on the spot.**