

PLANNING AND PREPARING A MEETING

INITIAL PLANNING

- Establish a date and time
- Reserve meeting space
- Notify members
- Plan agenda

BUILDING THE AGENDA

Chairperson reviews and places in order:

- Items from members
- Items from last meeting
- Items from board & officers

GOOD AGENDA GUIDE

- Realistic timeline?
- Items require thought?
- Arranged logically?

IMPLEMENTING INITIAL PLANS

- Review agenda
- Determine meeting format
- Assign duties for meeting

FINAL PLANNING

- Type agenda and send to members
- Check necessary meeting aids
- Review objectives of meeting
- Inform participants of final plan

THE MEETING

CONDUCTING THE MEETING

- Begin on time
- End on time
- Speak clearly

PRESIDING OVER THE MEETING

- Follow rules of order and format
- Be firm but gracious
- Involve the group
- Allow for full discussion
- Keep meeting "on track"

CONCLUSION

- Summarize information, decisions and assignments

FOLLOW-UP IMMEDIATELY

- Evaluate success of meeting
- Develop plans for future
- Complete and distribute minutes

BEFORE NEXT MEETING

- Define, assign, & supervise "between meeting" tasks
- Confer with other officers

FURTHER FOLLOW-UP CHECKLIST

- Minutes written
- Minutes distributed
- Correspondence (e.g., thank-you notes)
- Written assignments of tasks--reminders of deadlines
- Back-up or support for people assigned to tasks