How to Run an Effective Meeting

A meeting involves preparation, the actual meeting, and follow up. These are some great tools to run a good meeting!

1. **Set goal(s) for the meeting and prepare an agenda**
   - ✓ Come prepared, it will set the tone for your entire organization that this is a time to get things accomplished.
   - ✓ Consult with your executive board, or other members, to finalize your meeting agenda.
   - ✓ Research information that you may need to present to your group in order to guide your decisions.

2. **Settle logistics**
   - ✓ Find a convenient and comfortable meeting place that can accommodate the space and needs for your organization.
   - ✓ Send out calendar invites / notify your organization of the meeting times well in advance.
   - ✓ Test equipment that may be needed (AV cords, Wi-Fi, etc).
   - ✓ Determine who is facilitating the meeting and who may be scribing notes.

3. **Be courteous, inclusive, and respectful**
   - ✓ Start and finish your meeting on time.
   - ✓ Set a welcoming tone for your meeting. Try ice breakers or other activities.
   - ✓ Engage all your participants during the meeting.
   - ✓ Keep conversation on topic toward an eventual decision. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.

4. **Bring results**
   - ✓ Come to resolutions.
   - ✓ Prepare an action plan to develop a timeline of what still may need to get done.
   - ✓ Summarize main topics discussed and how the follow up to that will be accomplished. Send out your meeting notes to keep everyone up to date.
   - ✓ Start planning your next meeting!

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