**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 sit 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.
1. **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.
1. **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.
1. **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!