

# RUNNING AN EFFECTIVE MEETING

## 1. Set goal(s) for the meeting and prepare an agenda.

- Prepare yourself - prioritize issues to be discussed, issues from previous meetings
- Consult with other members and exec board to finalize agenda
- Research information necessary for making important decisions

## 2. Arrange all logistics.

- Find a comfortable and convenient meeting place
- Arrange in advance for A-V equipment, flip charts, markers, and other supplies
- Arrive early to set up
- Check for adequate lighting, ventilation, heat
- Set up seating arrangements
- Prepare directional signs and post in key spots of building
- Provide nametags
- Greet people as they arrive
- Supply refreshments, if appropriate

## 3. Send out announcements, invitations, and reminders for meeting.

- Invite guest speakers to present on special topics/issues
- Invite all relevant constituents, target audience
- Send general and personal invitations early, send reminders
- Circulate agenda, minutes and background information in advance

## 4. Be courteous, respectful, and inclusive.

- Start and finish meeting on time
- Set a welcoming tone: introductions (ice breaker)
- Engage all participants during meeting

## 5. Bring closure.

- Come to resolutions
- Preparing an action plan
- Summarize main points and what and how follow-up will be accomplished
- Plan next meeting

### Debrief at the end of the meeting:

- To what degree did the meeting accomplish its desired outcomes?
- What contributed to the meeting's success?
- Does each team member have a sense of how the group is working together, and can each make ongoing improvements?
- Did all the team members have an opportunity to give and/or receive feedback?

### Being Productive:

**O-Objective:** If you are having a meeting to just impart information, don't waste people's time with a meeting. Send them a newsletter. The objective should have an active component and if possible, a product to show for it.

**A-Agenda:** The agenda is a list of the topics you'll address to get to that objective, with a time limit to keep you on track.

**R-Roles:** determine who is running the meeting, who is keeping notes, and who will assign actions/"to do" items resulting from the meeting Roles and Responsibilities, determine who is running the meeting, who is keeping notes, and who will assign actions/"to do" items resulting from the meeting



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