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

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

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?

Adapted from Jonathon Powell—Running an Effective Meeting. The Leadership Workshop Series. October 15, 2008