

HOW TO RUN AN EFFECTIVE MEETING

A good meeting has a clear purpose and a shared agenda, ensuring all participants are aligned on goals and expectations before the meeting begins. Effective communication and active engagement from attendees are essential, leading to concrete decisions and defined, actionable next steps. Lastly, a good meeting concludes with clear notes, assigned responsibilities, and timely follow-up to ensure progress is made and the time was well spent.

Before the Meeting

- **Define a clear purpose and objectives:** Know exactly what needs to be accomplished.
- **Create a focused agenda:** Distribute an agenda with specific topics and desired outcomes to keep the discussion on track.
- **Invite the right people:** Include only necessary attendees to ensure efficient participation and decision-making.
- **Share information in advance:** Provide the agenda, minutes, Treasurer's report, any necessary context, documents, or data so participants are prepared.

The Meeting

- **Start and end your meetings on time:** Don't wait for latecomers because that is a waste of time. Finish on time to respect attendees' time.
- **Conduct Business meeting following Robert's Rules of Order:**
 - Call the meeting to order
 - Approve the minutes
 - Address reports and old business
 - Present New Business. Members then make, second, and debate motions, with the chairperson recognizing speakers to ensure only one person speaks at a time and that discussion remains civil and on-topic. The chairperson then calls for a vote, and the motion is either adopted or rejected, with the result announced before the meeting is adjourned.

- Announcements
- Adjourn the meeting

After the Meeting

- **Clarify action items:** Summarize tasks, assign owners, and set firm deadlines.
- **Send meeting notes:** Promptly share notes documenting key decisions and action items to ensure everyone is on the same page.
- **Gather feedback:** Collect feedback from participants to identify what worked well and what could be improved for future meetings.

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***Golden Rule #1:** Run your meetings as you would have others run the meetings that you attend. This is the most fundamental Golden Rule of Meeting Management. Running an effective meeting--or being a good meeting participant--is all about being considerate of others.*