

Components of Effective Meetings

Preparation of meeting

- Purpose of meeting is clearly established
- Orderly agenda prepared in advance
- Enough time allowed for each topic
- Those expected to report are notified in advance
- Meeting room checked for adequate size, ventilation, number of chairs, etc.
- Any equipment needed is ordered in advance
- Written advance notice provided to members (per bylaws), including date, time, location, and agenda with proposed business itemized

Conduct an effective meeting

- Start and finish on time
- Utilize ground rules established by the group
- Follow prepared agenda
- Listen attentively
- Accept disagreement (not argument) as a natural part of some discussions
- Summarize discussion to help focus the topic
- Encourage all members of the group to participate
- Establish an atmosphere of cooperation, purpose and trust
- Move the group towards a decision
- Focus on solutions, not problems
- Make sure assignments, responsibilities and agreements are clear
- Call attention to unanswered questions and place on next agenda
- Announce time, date and location of next meeting
- Ask for agenda items for the next meeting

