

PLANNING EFFECTIVE MEETINGS

Plan the Meeting:

- o Survey the membership to determine interests.
- o Organize a planning committee to develop the program.
- o Check PTA bylaws for business required to be taken care of during certain months (audit approval, nominating committee election, election of officers, etc.).
- o Check school calendar for holidays and other special events.
- o Consider alternative meeting schedules to suit the Membership.
- o Submit facility use permit for site.
- o Set timeline for speaker contacts and committee assignments.

Before the Meeting:

- o Send announcements out early.
- o Identify leaders who can encourage others to attend.
- o Assemble your tools—gavel, *Robert's Rules of Order*, bylaws, etc.
- o Prepare a written agenda.
- o Remind those who are expected to give reports at the meeting.
- o Consult with the principal.
- o Arrange for greeters at the door.
- o Be prepared for emergencies with an alternate plan.

ALWAYS START THE MEETING ON TIME.



After the Meeting:

- o Evaluate the program to determine if it met the goals.