Leading Effective Meetings

BEFORE MEETING:

◊ Why have meeting?
  (decision-making, problem-solving, planning, evaluation)
◊ What are desired outcomes?
◊ Who is responsible for each item?
◊ Confirm environment and equipment
◊ Room arrangement
  ◊ To give information → Auditorium style
  ◊ To get participation → Circle
  ◊ Combination → Horseshoe
◊ Prepare Agenda
  ◊ Considerations
    • All items relate to mandate?
    • Are items for action?
    • Agenda clear?
    • Location on agenda?
  ◊ Specifics
    • Start and end time for meeting
    • Start and end time for each item?
    • Require business items (motions) be submitted in advance
    • Assign tasks
◊ Distribute meeting packet
◊ Distribute agenda in advance
◊ Ensure everyone on agenda knows role
DURING MEETING:

- Call to order on time
- Stay focused using agenda
- Focus on substance, not form
- End meeting/each item on time
- Use unanimous consent, when possible
- Use consent agenda, if possible
- Encourage participation/equalize participation
  - Prompt comments, if necessary
- Control interruptions and digressions
  - “Park” digressions
  - “Deflate windbags”
  - Clarify and rephrase
- Manage conflict
- Ensure decisions/assignments clear
- More formal procedure if larger group (12+)
- More formal procedure depending on controversy/importance
- Close the meeting on time
- Close the meeting positively

PROBLEM AREAS:

- Rambling member (“park digressions”)
- Dominating member (“deflate windbags”)
- Argumentative member
- Discouraging member
- Argument between two members
- Side conversations
- Non-participating member