

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