

COMPONENTS TO A SUCCESSFUL MEETING

PREPARATION . . .

1. Send written meeting notice to members at least one week in advance.
2. Have a published starting and ending time.
3. Provide reference materials in advance.
4. Send agenda in advance.
5. Give members input into the agenda.
6. Provide a list of participants in advance.
7. Identify advance preparation needed by participants.
8. Verify facility and room setup.
9. Arrange equipment, refreshments, etc.
10. Have resources for decision making.

PARTICIPATION

1. Have an important reason for meeting.
2. Run the most effective meetings possible.
3. Start and end on time.
4. Be prepared.
5. Publish names of absentees in minutes.
6. Replace consistent absentees.
7. Develop a leadership team.
8. Select strong committee leadership.
9. Encourage effective participation.

FOLLOW UP . . .

1. End meetings with a summary of agreed-upon actions.
2. Record assignments/promises in the minutes of the meeting.
3. Divide follow-up responsibilities among leadership.
4. Call or send reminders a few days later.
5. Review all pending items to assure completion before the next meeting.
6. Place a status report of assignments on the agenda for the next meeting.
7. Reward and recognize those who perform.