



SECRETS TO AN EFFECTIVE MEETING

- Write an agenda and ensure all Committee members have the agenda well before the meeting.
- Ensure all relevant information is sent with the agenda to properly explain or support agenda items
- Indicate time frames on each agenda item
- Set a closing date for agenda items and stick to it – if items are late, inform committee members that they will be included in the next meeting agenda
- Encourage all motions to be presented in written format these could be printed and circulated with the agenda
- Start meetings on time
- Control but not hinder discussion and ensure all members get an opportunity to have their opinion heard
- Don't allow discussions to become ineffective by recounts of history or personal jibes, keep members talking positively about whether a proposed motion will enhance the Club's main mission.
- Keep accurate short minutes of the meeting, which clearly show what actions are to be taken after the meeting, who is responsible to ensure it happens and by what date.
- Circulate minutes to all committee members within a week of the meeting.
- Ensure all decisions affecting your membership, subcommittees or people outside of your committee are informed of the changes.