

Tips for Running Effective Meetings

Few things can be as frustrating for a member attending a meeting as feeling as though the meeting was a waste of time. An important way to help this not happen is to be open about the purpose of the meeting; set the direction and the mood of the meeting, respect everyone's time, and keep the meeting progressing.

[Robert's Rules of Order](#) is a great resource and reference guide for how to hold efficient and effective meetings. Most inter/national organizations require member chapters to hold regular meetings, with a published agenda before the meeting and meeting minutes afterward. Robert's Rules of Order is the preferred method used by most organization when organizing agenda items and meeting minutes. Check your organization's By-Laws and Constitution about requirements for meetings.

General Tips:

- Make sure all members know the date, time and location of every meeting
 - If the meeting is being held virtually, make sure everyone has the link to the meeting well ahead of the meeting time and they have the appropriate software to log-in
- Use all available means of communication within your group to give notice about the meeting
 - Emails, social media, group text, GroupMe, WhatsApp
- Be prepared for the meeting, and make sure all officers are also prepared to give reports on their areas
- Develop an agenda, share with all attendees, and stick to it

A Sample Meeting Agenda

Based on [Robert's Rules of Order](#)

- Call to order
- Review of Previous Meeting's Minutes
- Officer/Committee Reports
- Discuss Old Business
- Discuss New Business
- Announcements
- Adjourn

After the Meeting:

- Solicit feedback from attendees regarding the meeting
- Review the meeting with your advisor(s)
- Make sure all officers and members have access to the meeting minutes
 - These may also need to be uploaded to a shared drive with your inter/national headquarters