

CONDUCTING EFFECTIVE MEETINGS

Regular Clubs meetings are crucial for proper management of your club. Communication, ideas, decisions, and progression and evaluation of goals are all integral to effective meetings. Use this resource to determine what kinds of meetings your club needs and how to conduct them. Also, this resource has tips for making decision.

Types of meetings

- Committee meetings
- Annual General Meetings - scheduled once a year for major decisions. Details of this should be included in the constitution
- Special General Meetings - act as an additional AGM if needed for major decisions
- Regular Meetings – for all members
- Executive Board meetings – for the club’s executives to meet

Before the meeting

- Have an agenda, invite contributions, and circulate at least a few days in advance
- Consider standing items on your agenda (committee reports etc.)
- Plan a regular meeting time and space if possible
- Consider roles for participants – facilitator, minute taker, time keeper

During the meeting

- Make sure new members feel welcome
- Start and end on time!
- Strong facilitation – encourage everyone to participate
- Keep focused on your topics
- Be clear on your decision making framework
- Don’t forget to debrief and take time out to reflect on your accomplishments

After the meeting

- Record keeping is important - take minutes and include action items
- Follow up on action items. Actions items specific WHO will do WHAT and by WHEN
- Periodically check in with executives about how your meetings are going to get feedback

Other considerations

- Think about how to use technology – skype, conference calls to support participation
- Use technology in between meetings, such as Google docs / Drop box / Facebook to facilitate your work together

Don't forget to have fun and be inclusive

- Your meetings give you a chance to get together as a group, to plan, to get creative and to reflect on your accomplishments together.

Decision making processes

There are many effective decision-making models that are used by groups. Each model has value, depending on the goals of the group. This list introduces a few of those models with a summary of the various strengths and limitations of each model.

- Authority without discussion: very efficient when time is short, when a crisis exists or when members lack information or skills. Members take little ownership of the decision, may not buy-in to it or feel motivated to help execute the decision.
- Expert Member: used when an individual's expertise is clearly superior. Difficult to know who the expert is, lack of commitment from the group
- Averaging Opinions: useful for routine decisions, but risky or innovative approaches are seldom chosen
- Authority with discussion: utilizes members' ideas and interchange of ideas is encouraged. May not provide "ownership".
- Majority control: this "democratic" method involves all members in the process, builds commitment to implementation May create a resistant minority, may take too much time
- Consensus: Commitment is high, quality is enhanced by everyone's input and all avenues are explored. Places great demands on the facilitator, climate must be trusting and positive, not appropriate for routine decisions