

Meeting Hints

USE AN AGENDA

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered, and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

- Call to Order
- Attendance or sign-in sheet
- Reading and approval of minutes
- Treasurer’s Report
- Reports of other officers
- Reports of committees
- Unfinished business
- New business
- Announcements
- Adjournment

Helpful Meeting Hints

- Start meetings on time
- Follow your agenda
- Write agenda on board or give each person a copy of the agenda
- Have paper and pencils for each member
- Use parliamentary procedure
- Find regular meeting place—quiet, well lighted, well ventilated, easy to reach

Have a regular meeting—once a week, once every two weeks or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, Facebook, website, or e-mail).

