



# HOW TO RUN AN EFFECTIVE MEETING

## CLUB POLICY DOCUMENT

It is important that when organising meetings that there is a purpose to the meeting and that the correct people are in attendance. To help organise a meeting effectively the following process should be considered.

Plan		
<i>Purpose of meeting</i> <ul style="list-style-type: none"><li>○ Set aims &amp; objectives</li><li>○ Identify who needs to be attend</li><li>○ Decide on venue &amp; time</li></ul>	<i>Agenda</i> <ul style="list-style-type: none"><li>○ Set agenda items</li><li>○ Additional agenda items</li><li>○ Time allocation and leader for item</li><li>○ Hot topics</li></ul>	
Prepare		
<i>Meeting Invites</i> <ul style="list-style-type: none"><li>○ Time of meeting</li><li>○ Meeting Location</li><li>○ Meeting agenda</li></ul>	<i>Room Set up</i> <ul style="list-style-type: none"><li>○ Prepare room</li><li>○ Set up any technology required</li></ul>	<i>Pre-meeting</i> <ul style="list-style-type: none"><li>○ Discussions with members</li><li>○ Update on actions</li></ul>
Run		
<i>Start of meeting</i> <ul style="list-style-type: none"><li>○ Welcomes/Introductions</li><li>○ Review previous meeting action points</li><li>○ Review meeting Agenda</li><li>○ Review meeting rules</li></ul>	<i>Address meeting agenda</i> <ul style="list-style-type: none"><li>○ Monitor Time</li><li>○ Stay on topic</li><li>○ Engage participants</li><li>○ Take notes</li><li>○ Record Decisions</li><li>○ Record Actions</li></ul>	<i>Conclusion</i> <ul style="list-style-type: none"><li>○ Review actions and delegation of task</li><li>○ Put timescale on tasks</li><li>○ Set DONM</li></ul>
FOLLOW UP		
<i>Create minutes/report</i> <ul style="list-style-type: none"><li>○ Time &amp; Location</li><li>○ Attendees &amp; apologies</li><li>○ Minutes/notes</li><li>○ Decisions made</li><li>○ Tasks assigned</li></ul>	<i>Share Documents with attendees/stakeholders</i> <ul style="list-style-type: none"><li>○ Send minutes/notes</li><li>○ Send out actions with timeframes</li></ul>	



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### Meeting Rules

It can be good to set meeting rules so that everyone knows the expectations of the meeting and can feel comfortable sharing and participating in meetings, example of meetings rules can be.

<b><u>Show up on time &amp; be prepared</u></b> <ol style="list-style-type: none"><li>1. Turn up to meetings and be ready to start on time</li><li>2. Come to the meeting with a positive attitude</li><li>3. Be prepared to contribute to meeting goal</li></ol>	<b><u>Be alert within meeting</u></b> <ol style="list-style-type: none"><li>1. Listening actively to other</li><li>2. Don't interrupt others</li><li>3. Don't have side conversation</li><li>4. Show all participants with respect</li></ol>
<b><u>Contribute to meeting aims/goals</u></b> <ol style="list-style-type: none"><li>1. Take part in meeting by sharing ideas, contributing to discussions and asking questions</li><li>2. Be solution focused- if you disagree with a proposal try to also give an alternative</li><li>3. Share your unique perspectives and speak honestly</li></ol>	<b><u>Monitor Air time</u></b> <ol style="list-style-type: none"><li>1. Share time so all can participate</li><li>2. Respect each others' thinking</li><li>3. Value everyone's contribution</li><li>4. Listen to what others are saying and do not interrupt</li></ol>
<b><u>Be open minded</u></b> <ol style="list-style-type: none"><li>1. Value learning from different people</li><li>2. Be open to new ideas or new ways of doing things</li><li>3. Respect others' views even if you don't agree with them</li></ol>	<b><u>Think before speaking</u></b> <ol style="list-style-type: none"><li>1. You can disagree respectfully and openly without being personal or disagreeable</li><li>2. Avoid using acronyms and phrases that can be misunderstood</li></ol>
<b><u>Keep meeting on point and on time</u></b> <ol style="list-style-type: none"><li>1. Respect the group's time and keep comments brief and to the point.</li><li>2. When a topic has been discussed fully, do not bring it back up.</li><li>3. Do not waste everyone's time by repeating what others have said</li></ol>	<b><u>Attack the problem, not the person</u></b> <ol style="list-style-type: none"><li>1. Be respective, challenge the idea not the person</li><li>2. Constructive and honest discussion are necessary to get the best results</li><li>3. Blame will get you further from solution not closer</li></ol>
<b><u>Close Decisions and follow up</u></b> <ol style="list-style-type: none"><li>1. Identify actions based on discussions made</li><li>2. Note any pending issues or subjects not discussed to add into next meeting</li><li>3. Discussions need to be supported by the group otherwise they won't be acted on</li></ol>	<b><u>Record Outcomes and share</u></b> <ol style="list-style-type: none"><li>1. Record issues discussed, decisions made, and tasks assigned</li><li>2. Share meeting reports with meeting participants</li><li>3. Share meeting outcomes with other stakeholders that should be kept in the loop</li></ol>



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### Meeting Agenda

It is important to keep meetings on track and on time, they also have to have outcomes. To help this happen meeting agendas are essential. Meeting agendas should be sent out ahead of the meeting to allow people time to prepare for the meeting.

**Agendas Set The Right Tone:** Meeting agendas let participants know that there's a legitimate business purpose for meeting, with specific issues to be discussed and outcomes to be achieved. It conveys your interest in getting down to business and not wasting time.

**Agendas Identify Topics For Discussion:** Agendas let attendees know what issues are going to be discussed, and keep them from placing other issues on the table. They also eliminate guesswork as to whether or not a particular issue is going to be discussed.

**Agendas Keep Everyone Focused:** Meeting agendas can focus participants in ways that verbal guidance cannot. Participants have a written reminder of what needs to be accomplished during the meeting, allowing them to help drive each discussion toward conclusion.

**Agendas Eliminate Excuses:** Agendas eliminate excuses that participants aren't ready to discuss a subject because they didn't know it was going to be brought up. Participants are put on notice of exactly what they need to prepare, saving time and eliminating embarrassment.

**Energy of group** – important topics and those that require the team effort need to be put further up the order, so everyone is involved and has energy.

**Future Agenda items** – For sub-committees and members to plan for the upcoming future meetings – also certain items occur regularly annually and these can be planned for particular meeting.

### Post Meeting

After the meeting it is important that minutes and or action points are written up and shared with those at the meeting. The following should be followed:

1. Ensure minutes & action sheets written up in a timely fashion.
2. Minutes and actions circulated to attendees and those who submitted apologies. This should be done within a week of the meeting.
3. Create an agenda for next meeting.

Circulate the agenda for next meeting & action notes from previous meeting for update on tasks, week prior to meeting



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### CHAIRING A SUCCESSFUL MEETING

- **Clear objective** – everyone attending the meeting should be aware of the objective and why they need to attend.
- **Agenda** – the meeting should have a clear agenda and be circulated prior to the meeting to ensure everyone understands the items for discussion.
- **Chair** - the meeting should be chaired by someone who can ensure enough time is spent on each agenda item and that the conversation is on topic throughout.
- **Establish your meeting culture** – a clear and shared agenda followed by an introduction and an effectively chaired meeting is a strong foundation for a successful meeting. It is essential however that each committee member attending understands the expectations on them and the expected behaviour.
- **Minute taking** – to maximise potential and build accountability it is important to have a volunteer record the key actions from each meeting. A minute is an effective method to capture who is in attendance, what was agreed and any actions occurring.

### WHO TO INVITE

- **Key committee members**
- **Relevant partner** organisations
- **Key professionals** that can assist the club reaching its goals

### TIME MANAGEMENT

- Assign a time for each item on the agenda to avoid one item consuming the whole meeting.

### HOW DO WE GET THE RIGHT PEOPLE THERE?

- **Meeting invitations:** Ensure your committee know about your monthly, quarterly and annual dates as early in the year as possible.
- **Share the objective** of the meeting and how long it will take and finish by letting them know you will forward the agenda.
- **Well organised:** a final agenda should be circulated one week in advance of the meeting but the key is to share the agenda, get input and set the scene for everyone arriving at the meeting.
- **Reminder:** It's useful to send a reminder a day or two before your meeting. This could include the objective, the venue, the time required and the list of invited members.
- **New committee member** - Give any new attendees a call to welcome them to your club and get their thoughts before you arrive. This will show that you value their contribution.



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### RULES WORTH CONSIDERING

- **Participation** – Committee members should arrive ready to offer ideas, enthusiasm and a willingness to get involved with discussions. What is the minimum number of members you need present to make decisions at a committee meeting? A quorum is usually confirmed in a club constitution.
- **Organising a meeting** - What is the minimum number of days' notice required to hold an Annual or extraordinary general meeting
- **Focus** – Members are expected to remain focused and on task
- **Share the workload** – Everyone is expected to be involved in sharing the workload.
- **Meeting rules** - The rules for each of these meetings should be stated in the constitution.
- **End of meeting** – Conclude the meeting at the agreed upon time according to the agenda. Over running meetings without prior consent can frustrate members and part of being well organised is running on time.