



Guide to Conducting Effective Executive Meetings

Resource Guide – 4

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Selecting participants

All of your executive members should be eager participants in your executive meetings.

Developing agendas

- The chairman is the one who usually sets the agenda
- Who is the chairman: our club President or the VP Education as a backup?
- The agenda can be fairly standard and should be distributed in advance:
 1. Opening comments President
 2. Minutes from last meeting Secretary
 3. Financial report Treasurer
 4. Membership status and ideas VP Membership
 5. Publicizing to the world VP Public Relations
 6. Educational ideas VP Education
 7. Upcoming agenda items, contests VP Education
 8. Needs of the club Sergeant at Arms
 9. Club goal status President
 10. Information from the District President
(Area events, TLI sessions, interclub visits, help requested) (via the Area Governor)
 11. New business
 12. Set time for next meeting
 13. Close meeting President
- Everyone on the executive, including the Immediate Past President, should have the opportunity for their voice to be heard
- Get everyone's commitment to the agenda
- Keep the agenda posted during the meeting – either on a white board, flip chart or handout
- If someone is unavailable to attend, they can send a written copy of their report which can still be discussed during this meeting

Opening the meeting

- Always start on time, just like your regular club meeting. This respects those who showed up on time and reminds late-comers that the scheduling is serious.

"Helping others helps ourselves grow and succeed!"

- Welcome attendees and thank them – always remember that you are ALL volunteers
- Review the agenda and ask for any additions for discussion
- Be the model of the kind of energy and participation that you want from all your members

Establishing ground rules

- You don't need to develop new ground rules each time you meet. However, it pays to have a few basic ground rules that can be used at most of your meetings.
- Four powerful ground rules are: participation, remain focused, maintain momentum and reach closure. There may be times when confidentiality will be required.
- Within the executive meeting, you may want to be more relaxed on your parliamentary procedures, but they may be required from time to time. Have everyone in agreement as to when they are needed.

During the meetings

- The secretary should be taking minutes of the proceeding of the executive meeting. Within the week, this member should send copies of the recorded minutes to the rest of the team with possible highlights of action items.
- Remember every decision on an action needs a deadline, a cost ceiling, and someone nominated to do that action

Time management in meetings

- One of the most difficult facilitation tasks is time management – time seems to run out before tasks are complete. Your challenge is keeping momentum to keep the process moving. This may involve reminding members to stay on topic.
- Allot times for each section but build in time cushions. If there are major issues to discuss, do that first. Small items can be reallocated to the next executive meeting if necessary.
- You might ask members to help you keep track of the time
- If the planned time on the agenda is getting out of hand, present it to the group and ask for their input as to a resolution

Evaluating the overall meeting

- Leave a couple of minutes at the end of your meeting to get feedback on the overall meeting – what improvements can be made

Closing the meeting

- Always end the meetings on time and attempt to end on a positive note
- Thank the attendees again for their time
- Clarify what the action items are and that they will be reported back at the next meeting or stated date

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