RUNNING AN EFFECTIVE MEETING

Careful planning is the secret to running an effective meeting. Poorly planned meetings can be seen as boring, unproductive and a waste of time. However, with proper planning a meeting can be fun, productive and determine the organization's course of action.

1. **Purpose of the Meeting**
   - Define the purpose of the meeting. The purpose is why people attend meetings. Without a purpose, students may become discouraged and not return for another meeting.
   - Give executive committee, committee chairs and members a chance to discuss and evaluate goals and objectives to develop a course of action.
   - Keep members updated on current events.
   - Provide opportunities for the group to communicate and promote group cohesion. Ask for opinions and ideas.

2. **Meeting Preparation**
   - Meeting setting – reserve a room/space that will meet the requirements for your meeting and arrange for any special equipment that may be needed.
   - Advertising your event or meeting will not only remind members, but will attract potential new members.
     - Flyers, chalking, handbills, and posters - All registered and recognizes student organizations are allowed to advertise in designated areas in buildings and residence halls. All materials must be approved and registered through Student Union Meeting and Conference Services, 179 Student Union. Please go to [https://meetings.okstate.edu/site-files/docs/campusPostingPolicy_10.4.17.pdf](https://meetings.okstate.edu/site-files/docs/campusPostingPolicy_10.4.17.pdf) for an explanation of the OSU's policy and procedures on advertising. Please check with Housing and Residential Life regarding their policy on advertising in the different halls. [https://reslife.okstate.edu/about/rha.html](https://reslife.okstate.edu/about/rha.html).
     - Daily O’Collegian – announcement in Student Notice Section are free. If desired, you can run an ad, but there will be a fee associated with the ad.
     - Attend College Student Government Meetings. Check with the individual College Student Governments and ask to be placed on their agenda to announce or discuss your meeting or event.
     - Attend Fraternity and Sorority meetings. Contact the individual Fraternities or Sororities to ask permission to post flyers or to attend their meetings to announce or discuss your event or meeting.
     - Tabling is a great way to increase the recognition of your organization and advertise events. There may be a fee associated with tabling, please go to [https://meetings.okstate.edu/tabling.html](https://meetings.okstate.edu/tabling.html) for additional information.
     - Video boards – many departments and buildings have video boards that will allow you to post a flyer for your event or meeting. There is a cost associated
with some of the video boards, however, the video board in Preprofessional Academics Support Services, 040 Student Union is free to all pre-health and pre-law organizations.

vii. Social Media is a great way to maximize your organizations exposure, especially if you use multiple platforms.

3. **The Agenda**

- Preparing an agenda communicates to your members what the meeting is about and gives everyone time in advance to think about the information that they would like to discuss.
- Be sure to distribute the agenda and any other pertinent information at least 24 hours prior to the event.
- Start on time and end on time. Be mindful of other people’s time.
- Review the agenda and stick to it!
- An agenda can be formal, using Robert’s Rules of Order, or informal and lighthearted.
- Be sure to set a time limit for each agenda item. Not all agenda items will be needed by all student organizations.
- Below is a sample agenda:

  a. Call to Order (the President calls for the meeting to begin)
  b. Introduction of special guests, new members or visitors.
  c. Informal Event - If this is the first meeting of the semester, an icebreaker or informal event is appropriate to get members and potential members interested in the organization and meet the group.
  d. Roll Call – this can be a formal roll call or an informal sign-in sheet.
  e. Reading and Approval of the Minutes (if desired or necessary)
  f. Reports from Officers – Reports are usually for informational purposes. A report that involves a recommendation for action, the group may want to discuss the recommendation when the report is finished.
  g. Reports from the Committees or members working on special projects.
  h. Unfinished Business – Any business or topics discussed in previous meetings.
  i. New Business – Members can introduce any new topics.
  j. Announcements – upcoming events, next formal meeting, committee meetings or executive staff meetings.
  k. Program – Speaker, film, or educational topic or program. This time can also be used icebreakers, team building exercise or group discussion on ideas for future events and activities.
  l. Adjournment
During the Meeting

1. Attitude

- Greet members, visitors and guests and make them feel welcome.
- Get people excited about the meeting! Show your enthusiasm. Make it fun and enjoyable.
- Listen, show interest, appreciation and confidence in your members. Respect peoples feels and acknowledge constructive contributions.
- Be professional and courteous.

2. Atmosphere

- When possible, have light refreshments, even if it's just candy. This helps people relax and breaks the ice.
- Encourage group discussion and feedback on all discussion topics. You will have better decisions and highly motivated members that help shape the organization and the activities if they have participated in the process.
- Keep conversations focused. As gently and tactfully as possible, end discussions when they are unproductive or becoming detrimental.
- Recognize, recognize, recognize - Congratulate members who have done something great in the organization, on campus or elsewhere. Celebrate significant holidays, birthdays, organizational accomplishments, etc. Be creative and have fun with recognizing your members.

3. Adjournment

- Complete what needs to get done in a timely manner.
- Work for consensus.
- Summarize topics of the meeting and end the meeting on a positive note by asking members to express things they thought were good or successful.
- Close the meeting with a strong positive statement and thank the group for attending and acknowledge their efforts.

4. After the Meeting

- Write up and distribute minutes within the next few days.
- Discuss any problems from the meeting with other officers and your advisor. Work on solutions and implement them at future meetings.
- Follow-up on any designated tasks to ensure members understand and fulfill their responsibilities.