

How to Run an Effective Meeting

• **Prepare an agenda!** Know what you would like to discuss in the meeting: Sharing your agenda with your members will help them follow the order of business.

• **Plan an icebreaker** or a quick, small activity at the beginning to engage members for the meeting, especially with new attendees. Having new attendees be comfortable with the group help them bond better with the organization and with other members.

• **Track attendance** Knowing who attends your meeting regularly not only help you see which members are committed to the organization, but also help you decide which members need more encouragement.

• **Record and distribute minutes** This helps keep members accountable. Members can check the minutes to reference what was discussed or decided.

• **Find a proper meeting space** MOM and Muir Woods have a better ambiance for small groups of three or four. If your meeting is large enough, reserve a conference room or larger a meeting location. Simple snacks and refreshment are also great way to make meetings more enjoyable.

• **Delegate tasks** If some discussions last too long, committees can be formed reserve more time of the general meeting to other issues. Moreover, you can also delegate the solving of the issue to volunteers to keep them involved the organization.

• **Engage everyone in the discussion** A well-represented diversity of opinion maintains a healthy discussion. Minority opinion should not be ignored! Engaging members help them feel comfortable to voice their opinions, and help them connect to the organization!

• **Review deadlines and tasks** Ensure all delegated tasks are carried out and all deadlines are met. Give officers and members opportunities to present reports or updates of their assignments.

• **Facilitate discussion** Guide the discussion forward. Keep off-topic discussion to a minimum. Make sure people are contributing to the discussion constructively. Use body language, hand motions, facial expressions, eye movement, visual aids, audio clips, digital presentations, and other tools to improve communication and group dynamic.

• **Summarize the main points** Frequently, debates move in a circle without advancing the discussion. In such situation, it is helpful to summarize the main points and ask for new inputs to minimize repetitive speeches. At the end of the meeting, a summary of what was decided helps refresh everyone's memory.