

## Planning and Holding a Group Meeting

A club or organization meeting is one of the most important and most frequent events each group will hold. It is critical that your meetings be useful and effective for all the members, and it is required by SGA for record-keeping purposes.

Meetings help to set the tone, standards and expectations for the group but can sometimes be counterproductive. Everyone dreads attending a meeting if it is going to be boring, unproductive, or will last too long. With a bit of preparation and advance planning, meetings can be extremely helpful and successful.

Meetings have many purposes. They give members a chance to discuss goals and keep updated on current organizational event. They provide an opportunity for the group to pull resources together for decision making. In addition, meetings provide an opportunity for members to come together and get to know each other.

Careful planning and thorough follow-up can help make the meetings successful and productive. It is the Club Secretary's job to record and submit all meeting minutes through Campus Groups, including attendance taking.

### Effective Meetings

1. If possible, establish a regular time and place for recurring meetings. This will help members of the group keep a consistent schedule and routine and makes it easier for group members to remember your meetings.
2. Have copies of the agenda available for all members when they arrive. If possible, hand out the agendas in advance of the meeting. This will provide the members the opportunity to review and prepare for what will be discussed.
3. Start the meeting on time. It is not fair to those who arrived on time to wait for those who are late.
4. Stick to your agenda.
5. Have the group Secretary take minutes. Minutes should be read at the following meeting for approval. [Find Minutes template here.](#)
6. Follow Robert's Rules of Order, or a modified version. (See "Parliamentary Procedures" section below.)
7. Be a role model by listening, showing interest, appreciation and confidence in members.
8. Establish committees or various subgroups for on-going projects. Have each committee chair report their progress at future meetings.
9. Summarize agreements reached, recap to-do items, and end meetings on a positive note.
10. End your meeting on time. Do not drag out the meeting. Inform people of when the meeting will end and stick to that time.

## **Advance Preparations**

1. Prior to planning your meeting, be sure to establish or book a space and get confirmation.
2. Be sure that all persons involved have been informed of the day, time and place of each meeting. Club members should be given at least two weeks notice to prepare and make room on their schedule.
3. Check with everyone who will give reports or speeches at the meeting to be sure that they are prepared and have everything they may need.
4. See that the meeting place is in order, that the necessary materials are handy, and that there are enough seats for everyone.
5. Hold an E-Board member meeting, prior to a full group meeting if necessary to review topics and reports so you can create a solid agenda. Check with all officers to see if they have anything to report or add.
6. Prepare an agenda for review by the E-Board and be sure that the Secretary has a copy.
7. If you hold a general club meeting you may serve light refreshments, as they make members feel welcome and comfortable. Serving food is discouraged for E-Board meetings.
8. Arrive early for any meeting so that members can follow this example set by the E-Board.

## **After the Meeting**

1. Write up and distribute meeting minutes within a few days of the meeting. Send copies of minutes to those who did not attend so that they are kept well informed.
2. Hold a follow up meeting with the E-Board to discuss any problems or questions that may have come up during the meeting. Put together a plan for the next meeting.
3. Follow-up on delegated tasks. It is important to check that everyone is following through with their responsibilities. Add any unfinished business to the next meeting's agenda.

## **Steps to Complete the Minutes Submission Form**

\*Note: To use any of the EngageMCLA electronic forms, you must download the App and register as a user on this system.

1. Log into EngageMCLA.
  2. You will be on your Home Screen. Navigate to the "Meeting Minutes Submission Form" (you must be an officer of this group).
  3. You will select this button on the home page, and it will bring you directly to the form.
  4. Please attach your draft minutes to this form as a Word document. Then complete and submit this form, and wait for approval (or other) from the Office of Student Engagement.