



MEETING TIPS

1. **NEVER START A MEETING WITHOUT AN AGENDA** – a list of things to be covered by the meeting. An agenda saves time. An agenda keeps a meeting in line.
2. **STATE THE PURPOSE OF THE MEETING** at the beginning and read the agenda aloud, unless you have made a copy for each member. Odd as it may seem, members of a meeting do not always know why they are here. Informing them of the purpose helps them concentrate on what the meeting is to accomplish. Also, it helps direct their thinking.
3. **KEEP THE MEETING MOVING.** Just as a meeting is seldom any better than its leader, so is it seldom any more productive than the interest of its participating members. Interest lags when action lags. If you are the leader, keep the meeting moving.
4. **SPEAK CLEARLY.** If you are a leader, you are the spearhead of the meeting. You have the agenda. You know what its all about. If you can't be heard, you can't exercise control. If you have a low speaking voice, rap for silence before you speak.
5. **PREVENT CHAOS.** When everybody talks at once, nobody can be heard. When nobody can be heard, nothing can be accomplished. Insist on order.
6. **AVOID TALKING TO INDIVIDUALS WITHOUT TALKING TO THE GROUP.** Side conversations between the leader and individual members disrupt a meeting.
7. **KEEP THE SPEAKER TALKING CLEARLY AND AUDIBLY.** If a member asks for the floor and it is given, it's up to you to see that the speaker makes proper use of it. Interrupt the speaker, if necessary, and have repeated what was said if you have the slightest suspicion that not everyone has heard.
8. **STOP AIMLESS DISCUSSION BY RECOMMENDING COMMITTEE STUDY.** Occasionally subjects are discussed on which general agreement at the time cannot be reached. On such occasions, submit the matter to further study by a committee – which you appoint.
9. **KEEP CONTROL OF THE MEETING** at all times without stifling free comment. Invite criticism and even disagreement. Also ask for support. And clarify issues by obtaining majority support.
10. **DON'T ARGUE WITH THE SPEAKER.** Ask questions if you disagree. But remember – you, as leader, are supposed to be neutral. No matter how ardent you feel, let the meeting make the decision. You're conducting a symphony, not playing a solo.
11. **IF YOU HAVE A COMMENT**, or feel called upon to take part in partisan discussion, ask for the floor as a participant.
12. **DON'T SQUELCH A TROUBLEMAKER.** You must remain impartial. It's the duty of the meeting to pass the judgment – not your. Let the meeting pass judgment not only on the issue but on the conduct of individual members.
13. **BE AWARE OF THE PARTICIPANTS' COMFORT** – temperature-wise, thirst-wise, etc. Members of a meeting are human beings. They are subject to physical laws as well as your authority. Your meeting can accomplish more if all the members are comfortable and have all their physical needs attended to. Be sure there is enough light, enough air, enough water, and the room is a comfortable temperature.
13. **CHECK AT THE END OF THE MEETING** to see if every member feels his or her particular subjects have been adequately covered. It is your duty to see that sound and just decisions are arrived at.