



Leadership Handouts

Organization Development Series

Activities Resource Center
Department of Campus Activities
University of Houston

Meeting Management

We all dread attending meetings if we know that they are going to be boring, unproductive, or will last too long. The key to an effective meeting is careful planning; here are some steps to keep in mind to make sure that your meeting will be productive:

Before the meeting

1. Define the purpose of the meeting. If you can't come up with a purpose, don't have a meeting.
2. Develop an agenda. Below is a sample:

Call to order
Correction and approval of last week's minutes
Announcements
Committee reports
Unfinished business
New business
Special issues
Adjournment
3. Distribute the agenda and any background material or articles prior to the meeting so members can arrive prepared
4. Choose an appropriate meeting time. Set a time limit and stick to it.
5. Arrange the room so that members face each other (i.e., a circle or semi-circle).
6. Be sure everyone knows where and when the meeting will be held; if possible, hold meetings at the same time and place each week.

During the Meeting

1. Greet members and make them feel welcome.
2. If possible, serve light refreshments – they make your members feel welcome and comfortable.
3. Start on time. End on time.
4. Stick to the agenda.
5. As the leader, be a role model by listening, showing interest, appreciation and confidence in the members.
6. Set a date, time, and place for the next meeting.



After the Meeting

1. Write up and distribute minutes within 2 or 3 days. Quick action reinforces the importance of the meeting.
2. Discuss any problems that occurred during the meeting with other officers; come up with ways that improvements can be made.
3. Follow-up on delegated tasks. See that members understand and carry out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.
5. Above all, give recognition and appreciation to member for excellent and timely progress!

Remember, if your meetings are too long, disorganized and boring, your members will lose interest and drop out of the organization. By following the suggested steps, you will find that meetings don't have to be dull; you will also find that both you and your members will get more accomplished.