

How to Prepare for and Run an Effective Meeting

Updated 04.20.09



Owner: Committee Leader

Materials: Meeting Agenda
Committee Member Contact List

Frequency: As needed, based on committee meeting schedule

Action	How To						
1. Determine the date and time for meeting	a. What date/time works best for the majority of your committee members? b. Has it been over a month since you last met?						
2. Reserve a meeting space	<i>Refer to the How to Reserve a Meeting Space aid</i>						
3. Submit a bulletin notice advertising the meeting	<i>Refer to the How to Prepare & Submit a Bulletin Notice aid</i>						
4. Prepare a meeting agenda	<i>Refer to the How to Prepare a Meeting Agenda aid</i>						
5. Personally notify committee members of the upcoming meeting	a. No later than one week prior to the meeting, provide members with the meeting date, time, location, and (if available in time for early distribution) an agenda <table border="1" data-bbox="537 1367 1456 1577"> <thead> <tr> <th data-bbox="537 1367 954 1421">If members:</th> <th data-bbox="954 1367 1456 1421">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 1421 954 1497">Have e-mail addresses</td> <td data-bbox="954 1421 1456 1497">E-mail the meeting information to them using an e-mail distribution list</td> </tr> <tr> <td data-bbox="537 1497 954 1577">Do not have e-mail addresses</td> <td data-bbox="954 1497 1456 1577">Notify them of the meeting details by phone</td> </tr> </tbody> </table>	If members:	Then:	Have e-mail addresses	E-mail the meeting information to them using an e-mail distribution list	Do not have e-mail addresses	Notify them of the meeting details by phone
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<i>The day of the meeting...</i> 6. Arrive at least 15 minutes early to the meeting location	a. Make sure the meeting location is accessible (necessary doors are unlocked, no overlaps with other meetings, etc.) b. Arrange tables, chairs, and technology to meet your committee's needs c. Have agendas available upon arrival for members who may have forgotten to bring a copy						

7. Begin on time	<i>Note: Giving members several additional minutes to arrive prior to starting the meeting is typical; however, in respect to committee members' time, meetings should begin no later than five minutes from published meeting time</i>						
8. Follow the agenda	<ul style="list-style-type: none"> a. Discuss topics as planned b. If non-agenda topics are brought up by members, put the topics "in the parking lot" until the end of the meeting (that is to say, make note to revisit the topic only after the scheduled agenda has been covered) c. Enforce the Rule of One – only one person speaking at all times (e.g., no side conversations, no one trying to talk over another person, etc.) d. Keep an eye on time, to make sure agenda topics are being discussed on schedule 						
9. Close the meeting effectively	<ul style="list-style-type: none"> a. Recap any action items assigned to committee members during the meeting b. Ask if there are any questions or comments c. Announce the date and time of the next meeting (even if it is tentative) 						
<i>After the meeting...</i> 10. Prepare a recap	<i>Refer to the How to Prepare a Meeting Recap aid</i>						
11. Distribute recap to committee members	<ul style="list-style-type: none"> a. Within two weeks of the meeting concluding, provide members with a recap of topics discussed, action items determined, and upcoming important dates <table border="1" data-bbox="539 1432 1455 1705"> <thead> <tr> <th data-bbox="539 1432 954 1474">If members:</th> <th data-bbox="954 1432 1455 1474">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 1474 954 1558">Have e-mail addresses</td> <td data-bbox="954 1474 1455 1558">E-mail the meeting recap to them using an e-mail distribution list</td> </tr> <tr> <td data-bbox="539 1558 954 1705">Do not have e-mail addresses</td> <td data-bbox="954 1558 1455 1705">Mail a hard copy of the recap -OR- Provide a hard copy of the recap in person (at Mass, at a parish function, etc.)</td> </tr> </tbody> </table>	If members:	Then:	Have e-mail addresses	E-mail the meeting recap to them using an e-mail distribution list	Do not have e-mail addresses	Mail a hard copy of the recap -OR- Provide a hard copy of the recap in person (at Mass, at a parish function, etc.)
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