



## RUN AN EFFECTIVE MEETING

### Know the meeting's Purpose(s)

- Product
- Solve problem
- Generate activity

### Organize for the meeting

- 20% rule: 20% concerns the actual meeting
- 40% = prepare
- 40% = follow up

#### Prepare 40%

- Establish the purpose of the meeting
- Communicate time/date/topics for the agenda
- Prepare the agenda
- Organize information and handouts
- Pre-present issues to attendees

#### Follow-up 40%

- Distribute action items and materials
- Encourage and seek feedback
- Follow-up actions: provide support and/or coaching
- Decide on next steps

### At the meeting

- Set the tone
- Be confident
- Estimate the time you intend to spend on each item
- As chair, say little! Encourage participation. Imagine that you are a traffic cop.
- Keep a list of speakers
- Summarize what the discussants have said succinctly
- Coordinate, coordinate, coordinate
- At the end of the meeting, remind the attendees of what has been accomplished and who will do what
- Adjourn on time

## CHECKLIST

### Pre-meeting preparation

- Have I circulated the expected topics before the meeting?
  - How widely
  - How much time have you given?
- Am I comfortable with the main topics of the meeting?
- Know what I (and the executive) expect (or hope for) on each topic
- Map out the expected time for each topic – use margins on the agenda
- Think of possible motions that could arise
  - Amend
  - Refer
  - Defer
- Arrange scrutineers and ensure that the ballots are ready if you are conducting a secret ballot vote

### At the meeting

- Call the meeting to order confidently (not aggressively)
  - “Calling to order means NEVER having to say you are sorry”
- Outline the ground rules for discussion
  - Usually a motion must be “put” before discussion is entertained
  - According to meeting etiquette, the person who wrote the report is the mover
  - Everyone addresses the chair, or makes comments and asks questions through the chair
  - Everyone may speak only once, except the mover who has the right to speak to the motion last (this rule is meant to stop monopolizers)
- Identify the scrutineers
- Keep a list of speakers – and announce who they are, in what order, from time to time
- Summarize succinctly what has been said every third speaker or so
- Announce the outcome without taking sides
- Ask for a mover to adjourn the meeting
- Declare the meeting adjourned clearly and confidently

### Post meeting

- Keep my own counsel, i.e. share my opinions with nobody
- Make a list of things I, as chair, must do
- Create a list of other jobs that have arisen
- Email or telephone the persons who have tasks before the next meeting
- Proof-read the Minutes carefully
- Ask for and encourage feedback

Lynne Woolstencroft  
May 23, 2009

*The late Lynne Woolstencroft was a CFUW Regional Director for Ontario West from 2008-2010. Prior to this, Lynne was mayor of Waterloo, Ontario from 2000-2003, having been Councillor from 1985-1991 and 1997-2000. Lynne also served as a trustee on Waterloo County Board of Education (1970–1972, 1974–1985), chair from 1979 to 1982, and as President of the Association of Large School Boards in Ontario in 1984 and 1985.*

**CFUW/Club - EXECUTIVE MEETING AGENDA**

123 Your Street, Someplace, Ontario

[www.clubwebsite.ca](http://www.clubwebsite.ca)

DATE

Your Executive	
President	Mary Jane Doe
Past President	Mary Jane Doe
Vice President	Mary Jane Doe
Membership	Mary Jane Doe
Secretary	Mary Jane Doe
Treasurer	Mary Jane Doe
Publications	Mary Jane Doe
Program	Mary Jane Doe
Scholarship	Mary Jane Doe
Advocacy	Mary Jane Doe
Publicity	Mary Jane Doe
Website	Mary Jane Doe
Hospitality	Mary Jane Doe
Interest Groups	Mary Jane Doe
Archivist	Mary Jane Doe
Ways & Means	Mary Jane Doe
REGRETS:	Mary Jane Doe
TAKE THE LEAD	FROM THOSE
YOU ARE SERVING	

Time		Min.
7:00	Meet & Greet	10
7:10	Acceptance of minutes & agenda	1
7:11		
7:11	President's Remarks	1
7:12		

**REPORTS**

7:12	Pres. Report	1
7:13	Past-President's Report/Nominations Committee	3
7:16	Vice-President's Report/Resolutions	3
7:19	Membership Convenor's Report	1
7:20	Secretary's Report	1
7:21	Treasurer's Report-Review of Books	2
7:23		2
7:25		1
7:26		3

**BUSINESS**

7:29	Unfinished/old business	5
7:34	Budget for AGM	3
7:37	CFUW Ontario Council AGM	1
7:38	Another item	1
7:39		3
7:42		1
7:43		1
7:44		1
7:45		1
7:46		
7:46	Announcements	2
7:48		
7:48		
7:48		
7:48		
7:48		
7:48	Adjourn meeting	1

**NEXT MEETING: .....**