How to run an effective meeting

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• Brainstorm- problem meetings
Negative Meetings

- Drift from the subject
- Poor preparation
- Questionable effectiveness
- Lack of listening
- Verbose participants
- Length
- Lack of participation
Before the meeting

• Define the purpose
• Identify the participants
• Prepare an agenda
  – Who will be responsible?
  – How long will they have to discuss?
  – What is the outcome of the item?
• Publish the agenda
Sample agendas

• http://www.meeting-agenda-template.com/pta-agenda-meeting-template

During the Meeting

• Arrive early
• Begin on time
• Introduce members
• Establish ground rules
• Run the meeting
• Control interruptions- cell phones
• Take minutes
During the meeting, cont.

• Assign responsibilities for follow up
• End on time
• Thank people for attendance and input—reinforce the importance of individual action items on the organization and kids
After the meeting

• Publish minutes
• Check on people with action items
  – What do they need?
  – Determine progress checkpoints.
Roles - President

• Prepare for the meeting
• Appoint the minute taker if secretary is absent
• Conduct and control the meeting
• Time
• Equal opportunity
• Work toward compromise
• Check minutes to be sure they are accurate and timely
Secretary

• Distribute agenda and relevant papers
• Carry the bylaws, procedures and previous minutes
• Record attendees and excused; check for quorum
Secretary, cont.

• Take minutes
  – gist of discussion
  – Exact words of motions (budget or budget amendments, resolutions, nominations, voting)
  – Names of people proposing motion
  – Names of people responsible for action

• Write the minutes AS SOON AS POSSIBLE
Committees

• Do the hard work of organizing and planning events and activities

• General meetings-
  – approve committee plans and reports
  – Do not micromanage- set them in motion, check in from time to time, let them work
Disruptive Members

• Have clear responsibilities
  – Invited for a reason
  – Equal opportunity to contribute

• Have clear rules, if needed share them in writing

• Don’t be part of the problem- follow your rules. Be an example of the behavior you want to see.
Silent Members

• Welcome everyone- name tags, greeter
• Engage new people
  – Ask for opinions
  – Suggest simple ways they can help out
• Break out of a large group to have small group discussions
Vocally Dominant Members

- Redirect discussion to other members
- Robert’s rules
- Time limits for individual input
- Everyone gets to talk before you get to speak again
Members who are negative

• Probe for valid concerns
• Redirect to other members
• Give a role as devil’s advocate to explore possible problems to plan for
• Speak to the member off-line
Final thoughts

• Praise
  – 4-1 rule
  – Say thank you at each meeting; recognize the value of peoples’ contributions at the beginning and end of the meeting

• Plan
  – for each item, ensure that the group is clear about goals, processes and functions
References

• www.nyspta.org members only training/workshop materials- Summer Leadership ‘13 Conference Session 1C

• IEEE presentation:
http://www.powershow.com/view/22b25-OTQ3N/How_to_Run_an_Effective_Meeting_powerpoint_ppt_presentation