






**Tips for Running Effective Meetings**

Email an agenda 24 hours in advance.      Arrive 5 minutes early.      Start and end on time. 

Come prepared.      No Smartphones.       Bring paper and a pen. 

Share all relevant data.       Stay on topic.      No interrupting. 

Be brief and concise.       Silence = agreement.

No side conversations or comments.       Disagree without being disagreeable.      Challenge ideas rather than people.

Everyone participates.

Follow up by email within 24 hours. 

**RUNNING A MEETING** One of the major functions of a leader is planning and conducting meetings. Discussion groups, subcommittee meetings, and annual general meetings are the *engines* that drive business decisions. In some committees, you will be assigned the role of leader. At other times you will assume the role of a follower, helping to achieve co-operation and team commitment and consensus. Rotating the role of leader (**chairperson**) enables you to see the important role leaders and followers play in an effective business operation.

Before a meeting leaders must consider such details as

- the purpose of the meeting.
- the time and location of the meeting.
- arrangements for refreshments and equipment.
- preparation of an **agenda**.
- invitation to guest speakers.
- preparation of necessary handouts.

During a meeting leaders are responsible for

- welcoming meeting members.
- setting the tone of the meeting.
- maintaining control.
- balancing input from different participants.
- showing empathy and concern for all participants.
- resolving conflicts.
- making **motions**.
- conducting votes.
- posing questions for clarification.
- synthesizing conclusions based on the discussions.
- ensuring accurate **minutes** are kept.
- bringing the meeting to a close.