

RUN AN EFFECTIVE MEETING

Lynne Woolstencroft, RD Ontario West

May23, 2009

Belleville Ontario

Know the Meeting's Purpose(s)

- o product
- o solve problem
- o generate activity

Organize for the Meeting

- o 20% rule: 20% concerns the actual meeting
- o 40% = prepare
- o 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 upon next steps

At the Meeting

- o set the tone
- o be confident
- o estimate the time you intend to spend on each item
- o as chair, say little! Encourage participation. Imagine that you are a traffic cop
- o keep a list of speakers
- o summarize what discussants have said
- o coordinate, coordinate, coordinate
- o at the end of the meeting, remind the attendees of what has been accomplished and who will do what
- o adjourn on time

CHECKLIST

Pre Meeting Preparation

- have I circulated the expected topics for discussion 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 the margins on the agenda
- think of the 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 for 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 the motion last (this rule is meant to stop monopolizers)
- identify scrutineers
- keep a list of speakers - and announce who they are, in what order, from time to time
- summarize 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
- e-mail or telephone the persons who have tasks before the next meeting
- proof-read the Minutes carefully
- ask for and encourage feedback

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