

Meetings

Different societies hold different kinds of meetings depending on what they want to achieve. Some societies hold regular small meetings that ensure the basic running of the society, these are usually only with the elected committee. Other meetings may be organised to get together everyone who registered an interest in the society at the Activities Fair, or to invite all registered and paid up members.

The first few meetings are fundamental to retaining that interest shown by prospective members. You need to ensure that it is your society that people want to join and become involved in.

Know the Objective

Meetings without clear purpose will de-motivate the participants involved. Ensure that you communicate what you are setting out to achieve during the meeting to all the participants.

Invite the Right People

Decide who you will need at the meeting to ensure that you meet the meeting's objectives. Who has the expertise/information that will help? Who would need the information on offer? Who has the responsibility for the area under discussion?

Set an Agenda

Tell people the purpose of the meeting and topics for discussion, date, time, location and duration of the meeting. Ensure that they have enough information to prepare for the meeting. An Agenda should include:

- Apologies (who is not able to attend)
- Minutes from the previous meeting (all present should agree that the previous minutes accurately reflect the previous meeting, any errors should be noted)
- Matters Arising (what members would like discussed)
- Committee Members Reports (each committee member reports on their area)
- Date, Time Venue of next meeting

Meeting Environment

This can have a dramatic effect on the outcome of a meeting. Factors such as the layout of the meeting room and overhead projector use etc should be considered. Often people choose pubs for a meeting venue, and although these are informal, pubs are not always conducive to a good meeting. That's not to say that pubs are out of the question, perhaps after the meeting a session in the pub would be more than welcome.

Opening/Closing Meeting positively

Possibly the most important aspect of holding meetings - greet members and thank everyone for their attendance. It is very important to introduce new members to other participants and to make them feel very welcome.