

MEETINGS - USING TIME WISELY

It is important that your meetings are interesting and structured at the same time. Don't let your meetings turn into a gab session, which are a sure way to lose participating members. People like leaving meetings with a feeling of accomplishment. This can be achieved by creating an agenda and appointing a chairperson and secretary.

1. Make sure everyone knows the time, date and place of each meeting. Try to be consistent. For example, meetings held at 3:30 every second Wednesday.

2. Make an agenda. If you feel like being really organized you could put the date of the meeting on the agenda and circulate it to your members prior to the meeting.

OSAID MEETING MONDAY, JAN. 10 12:15 in Rm. 212

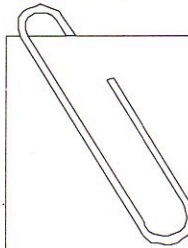
Agenda

- | | | |
|----|---------------------------|---------|
| 1. | Final details on assembly | 10 min. |
| 2. | Poster campaign: | 15 min. |
| | design contest | |
| | production costs | |
| | distribution. | |
| 3. | OSAID Dance | 5 min. |
| | sign-up helpers | |
| 4. | Lifesaver Agreements | 10 min. |
| 5. | New Business | 5 min. |

3. Stick to your agenda and keep the discussions on track. It is the job of the chairperson to direct the meeting and keep each topic within the general time frame.

4. Have a secretary record the minutes of the meeting.

5. Keep the discussion balanced. Do not let any one point of view dominate the meeting. Every one must be encouraged to speak and put forth their point of view.



If people feel that they are not participating, they will slowly lose interest in the group.

6. If the meeting is really well organized, people will leave with a great feeling of accomplishment.

- *Keep it interesting and constructive.*

7. If people miss a meeting, inform them about what they missed.

8. It really helps if the secretary makes copies of the minutes and gives them to members at the next meeting. This is a big job, but someone will enjoy doing it.

- *Ask.*