



## Meetings Tip Sheet

### Requirements

- The Leadership Committee meets regularly throughout the month (at least once per month).
- Team Leaders should meet with the Leadership Committee regularly throughout the month (at least once per month).
- The President leads the meetings. In the absence of the President, the Vice President or Secretary may run the meeting.
- The Secretary creates and stores the Meeting Minutes to track the status and progress of the Club Features implementation.

### For All Meetings

- Set monthly meeting dates in advance, if possible.
- Adjust meeting dates if necessary to ensure as many participants as possible (Leadership Committee members and/or Team Leaders) can be present.
- Set a regular start and end time for each meeting and be consistent with both the start and end times to ensure your members do not miss other important commitments.
- Secure a meeting location where there will be minimal interruptions.

### Before a Meeting

- Create an agenda for the meetings to be shared with the Leadership Committee, Team Leaders, and Advisers in advance.
  - Allow all members' input for the meeting objectives on the agenda.
  - Include tabled items from previous meetings items.
  - Identify any new items to be discussed.
- Send an email reminder of the scheduled meeting date and time to the Leadership Committee, Team Leaders, and Advisers a week before a scheduled meeting. Include the agenda in the email.

### During a Meeting

- Record members who are present and members who are absent.
- Appoint one of the members to monitor extraneous discussions during meetings that don't align with the meeting objectives or the Club Features implementation.
- Maintain civility, and respect each member's opinion and input.
- Review the Club Features implementation.
  - Discuss any ongoing or tabled Club Features implementation concerns.
  - Discuss any new items related to Club Features implementation.
  - Identify and record any follow-up actions which should be completed after the meeting regarding Club Features.
  - Record the members' names who are assigned to each of the follow-up actions.
  - Divide up the follow-up responsibilities equally among the members if possible.
  - Confirm the agreed-upon date and location of the next meeting with all members present.

### After a Meeting:

- The Secretary ensures each member receives a copy of the meeting minutes.
- The Secretary ensures the meeting minutes have been archived in the agreed-upon location.