

AWARENESS TIPS: Successful Executive or Committee Meetings

- ▲ Make sure members understand why they are important to the meeting. Everyone's ideas, comments and suggestions benefit the organization by achieving goals, promoting the group's objectives and improving teamwork and morale. Also helps individuals by improving their communication and leadership skills.
- ▲ Ensure members understand why they have been invited. Knowing what is expected of them increases their participation.
- ▲ Understand the meeting's purpose. Some common goals include exchanging information, solving problems, making decisions, sharing concerns, and explaining issues.
- ▲ Review the agenda. This will acquaint you with specific issues to be discussed.
- ▲ Do your homework! This helps the meetings run smoothly. Make sure to ask questions and research information on topics you may be discussing. This will help you to make a more knowledgeable decision.
- ▲ During the meeting: Arrive on time, avoid unnecessary interruptions, observe specific time limits, refrain from distractions, and stay until the end.
- ▲ Pool your knowledge. Give members the opportunity to express their thoughts, react to new ideas, and combine their skills to reach solutions.
- ▲ When others are speaking: Listen carefully, respect opinions, be courteous, and consider suggestions.
- ▲ When you are speaking: Express yourself clearly, include everyone, summarize as needed, and offer suggestions.
- ▲ Tie up any loose ends. Do not make hasty decisions. Table unresolved issues for another meeting.
- ▲ Give out follow-up assignments. Make sure members know who is responsible for a task, what they are doing, how they are doing it, and when the task will be completed.
- ▲ Summarize your final decisions. Make sure that everyone understands all of the decisions that were made throughout the meeting.
- ▲ Plan your next meetings. Set the time and place and develop a rough agenda. By receiving immediate feedback from members, they will be more likely to attend.
- ▲ Be prepared! Do your part.
- ▲ Be supportive! Encourage your team.
- ▲ Be effective! Use good communication skills.