



THE MEETING

CONDUCTING THE MEETING

- Begin on time
- End on time
- Speak clearly

PRESIDING OVER THE MEETING

- Follow the rules of order and format
- Be firm but gracious
- Involve the group
- Allow for full discussion
- Keep meeting “on track”

CONCLUSION

- Summarize information, decisions and assignments

FOLLOW-UP

IMMEDIATELY....

- Evaluate success of meeting
- Develop plans for future
- Complete & distribute minutes

BEFORE NEXT MEETING....

- Define, assign, & supervise “between meeting” tasks
- Confer with other officers

FURTHER FOLLOW-UP CHECKLIST

- Minutes written
- Minutes distributed
- Correspondence (e.g., thank-you notes)
- Written assignments of tasks—reminders of deadlines
- Back-up or support for people assigned to tasks