

Quick Tips

DO YOU ENCOURAGE THESE CHALLENGES?

A poll of professionals and managers resulted in 1,305 examples of problems encountered in meetings. Of these, 16 account for over 90% of all meeting problems. They are:

- Getting of the subject
- No goals or agenda
- Disorganized
- Ineffective leadership / lack of control
- Wasted time
- Ineffective decision-making
- No pre-meeting orientation
- Too lengthy
- Poor/inadequate preparation
- Inconclusive
- Irrelevant information discussed
- Starting late
- Interruptions
- Rambling, redundant discussion
- Individuals dominate conversation
- No published results or follow up action

From We've Got to Start Meeting Like This, Roger Mosvick and Robert Nelson, Scott Foresman & Co.



Office of Campus Life Richland Community College

One College Park
Decatur, IL 62521

Phone: (217) 875-7200 Ext. 305

Fax: (217) 875-7783

E-mail: Campuslife@richland.edu
<http://www.richland.edu/campuslife>

Meetings & Minutes



Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

Stages of a Meeting

BEFORE THE MEETING

- Define the purpose of the meeting (If you can't find a purpose, don't have the meeting.)
- Develop an agenda with officers and advisor(s)
- Distribute the agenda, background material, and lengthy articles or documents
- Set a time limit and do your best to stick to it
- Select an appropriate, comfortable location
- Use visual aids if they will help
- Make sure all members are aware of the meeting time and place

DURING THE MEETING

- Greet members and make them feel welcome
- Serve refreshments if possible
- Start and end on time
- Review the agenda and set priorities for the meeting
- Stick to the agenda
- Encourage group discussion to get all points of view
- Keep conversation focused on the topic at hand
- Encourage feedback
- Keep minutes for further reference in case a question is raised

- Be a role model by listening and showing interest, appreciation, and confidence in members
- Summarize agreements reached and end the meeting on a positive note
- Set the time, date and place for the next meeting

AFTER THE MEETING

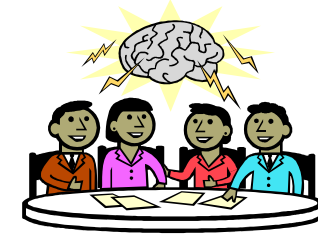
- Transcribe the minutes and distribute within 3-4 days
- Discuss any problems during the meeting with officers and advisor(s)
- Follow up on delegation decisions
- Give recognition for excellent and timely progress
- Put unfinished business on the agenda for the next meeting
- Periodically evaluate meetings and work toward improvement

MINUTES

All minutes should contain:

- Time, date, and location of meeting
- Type of meeting (Officer, committee, general)
- Members present or absent
- Time of call to order and by whom
- Approval or amendments of previous minutes
- Officer and committee reports
- Unfinished business acted upon (For all business: include exact wording of new resolutions, etc., as well as vote counts)
- Unfinished business
- Action items and who is responsible for them

- Advisor report
- Announcements
- Next meeting information
- Time of adjournment
- Name of secretary/recorder



Hint: many recorders simply take notes on the written agenda at each meeting.

Once minutes are typed into the group's preferred format, they should be submitted to the president and/or advisor for review.

Minutes become the official record of group proceedings **AFTER** they are accepted by the memberships (at the next meeting)



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