

# **MEETINGS**

## **A Guide To Holding a Meeting**



## If you are the chair...

You are the leader of the meeting. You...

- put together an agenda
- start and end the meeting on time
- keep the meeting moving
- make sure everyone who wants to talk gets a chance get people at the meeting to vote on derisions

## Evaluation

You can evaluate at the end of each meeting to see how well it went. Ask the group:

- What worked?
- What didn't work?
- What can we do better?

Talk about how you can improve your meetings.



## Making decisions

You can make decisions by:

- talking things over
- reaching a group consensus
- voting

When members of a group disagree, you might need to get more information or form a smaller committee to study the problem.



## Setting the agenda

The agenda is like a program for the meeting. It lists the things that will happen at the meeting in the order they will happen. You can set the agenda in advance or at the beginning of the meeting.

Write your agenda on a chalk board or flip chart. You can give people the agenda before the meeting if it is ready.



## Taking minutes

The record of what happens at the meeting is called the minutes.

The secretary can take minutes or group members can take turns. You can write down who was at the meeting, where and when it happened and what you talked about.

Make copies of the minutes and give them to the group members.



### **When you're choosing a time and place. find out...**

- if the place you want is available
- if there is something else going on at the same time that might take people away from your meeting
- if the presenters you want are available
- if the place is wheelchair accessible
- if the place has enough rooms
- if there is enough parking.

### **If you're serving food...**

- find someone to provide the food or do it yourself
- figure out the cost per person plus taxes
- decide what you want to serve when. Depending on the time of day, you can serve snacks or a meal. Don't forget the drinks.

*People think better on a full stomach!*

### *Guidelines for Meetings*

- Do not talk when someone else is talking.
- Take turns speaking and listening.
- Respect others.
- Agree to disagree sometimes.
- Do not put down someone else's idea.
- No smoking.
- No perfume, aftershave or other strongly scented products.
- Take time out if you need to.

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***902-368-3620***