

How to Run a Management Meeting

Do your club meeting's run for hours and hours? Do you find committee members are not turning up? Have you got committee members dominating discussions? If you have answered yes to any of these questions, then this "How To" is for you...

AFTER LAST MEETING

Make sure you set a new meeting date at the end of your last meeting and add it to your meeting minutes. This way everyone can plan ahead to make sure this date stays free in their calendar.

BEFORE MEETING – 7 DAYS

- Read previous minutes and check if any actions from the previous minutes have been started or are completed.
- Ask for agenda items from your committee or subcommittee 7 days before the next meeting. Make sure you give 48 hours timeline for agenda items to be returned.

BEFORE MEETING – 3 DAYS

- Distribute Agenda to committee three days prior to meeting. Add a few lines under the agenda items with actions to be completed or discussion points.
- Attach any supporting documentation to be read prior to meeting.
- Make sure you read any documentation prior to meeting so you are coming in informed and not delaying the meeting withy questions that already have answers.

DURING THE MEETING - "SEEK PROGRESS NOT PERFECTION"

- Start on time – even if people are running late but if it looks like you don't have a quorum reschedule in line with your club rules
- Chairperson must be flexible to shuffle agenda items around by starting with items that can be noted and leave the decisions until a quorum has arrived.
- Stick to the agenda and keep discussions focussed. When issues are raised, the committee as a whole need to focus on a solution.
- Make sure people listen to others respectfully, regardless of if you agree or not. Listening does not signal agreement.
- Let people have their say, one at a time, but keep on track. There is no point in having discussions that go in circles. If conversations are being repeated determine your action for moving forward.
- Decide on either, you have enough information to put forward a motion to vote, whether you need more information to be sourced after the meeting, or whether this is no longer a viable option.
- Refer to your Club Rules, Strategic Plan for guidance.
- Once a decision is made ... move on to the next topic.
- Identify actions and update if items ae complete.
- Summarise final actions.
- Confirm the next meeting time, date and location.
- Thank everyone and finish on time.

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AFTER THE MEETING

- Prepare minutes for distribution as soon as possible – this is distribution to committee.... You have NO requirement to post these minutes on your website or distribute to members. Some matters are confidential and should not be publicly displayed.
- If you want to inform your membership, consider using a newsletter to keep them updated on club matters.
- Follow up on any actions to be completed with gentle reminders.
- Archive all documents from the meeting.
- Start your next meeting agenda and place unfinished business on the agenda.
- **Did you start and finish on time? Did you action items? If not, why not? Address and get it right for the next meeting.**