



EFFECTIVE MEETINGS

HOW PLAN, RUN, AND PARTICIPATE
IN PRODUCTIVE MEETINGS

INTRODUCTION

Why Effective Meetings Matter?

- Save time
- Improve communication
- Achieve goals faster

COMMON PITFALLS – WHAT NOT TO DO

- No agenda or unclear objectives
- Starting late / Ending late
- Multitasking or phone distractions
- Going off-topic
- Not documenting action items

HOW IT COULD HAVE GONE BETTER

- Start & end on time – respect everyone’s schedule
- Have a clear, distributed agenda ahead of time
- Come prepared – review materials, know the topics
- Put away distractions – phones/laptops unless needed
- Stay focused – stick to the agenda
- Summarize:
 - Key decisions
 - Who’s doing what
 - Deadlines

ROLES IN A MEETING (STUDENT ACTIVITIES COUNCIL OFFICERS)

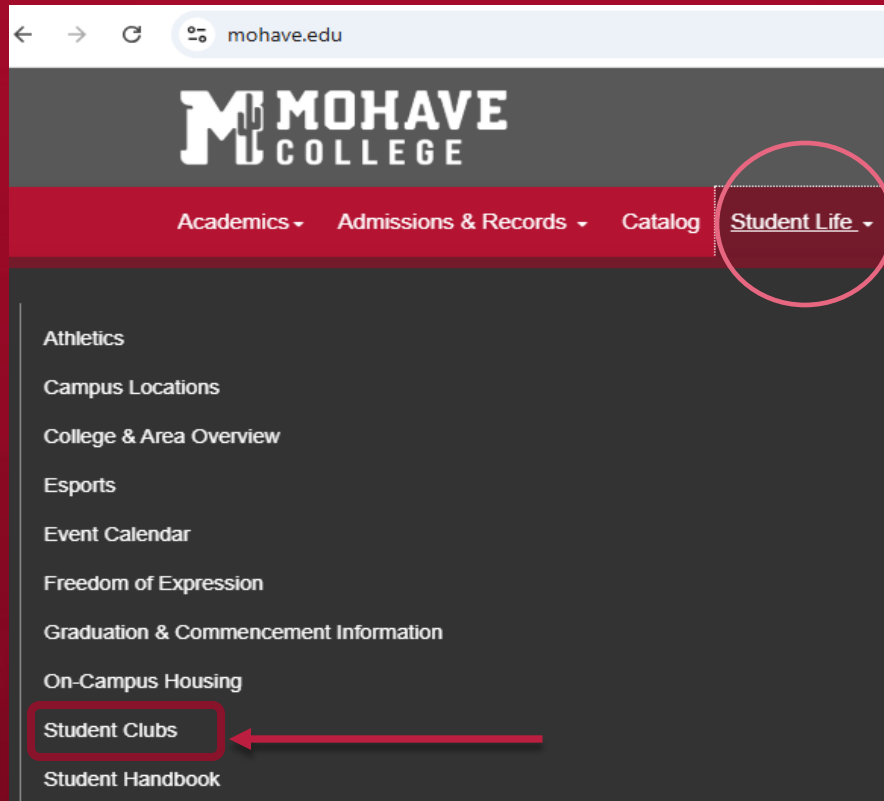
- **President:** Runs the meeting, develops agenda (never makes a motion)
- **Vice President:** Steps in when President is absent
- **Secretary:** Keeps records, prints/distributes agenda and minutes
- **Treasurer:** Reports on financial status
- **Parliamentarian:** Keeps order using Robert's Rules

WHAT BELONGS ON AN AGENDA?

Agenda components

- Attendees
- Treasurer's Report
- Important Dates
- Open Issues (in progress)
- New Business (proposals)
- Club Reports
- Roundtable
- Date/time/location of next meeting

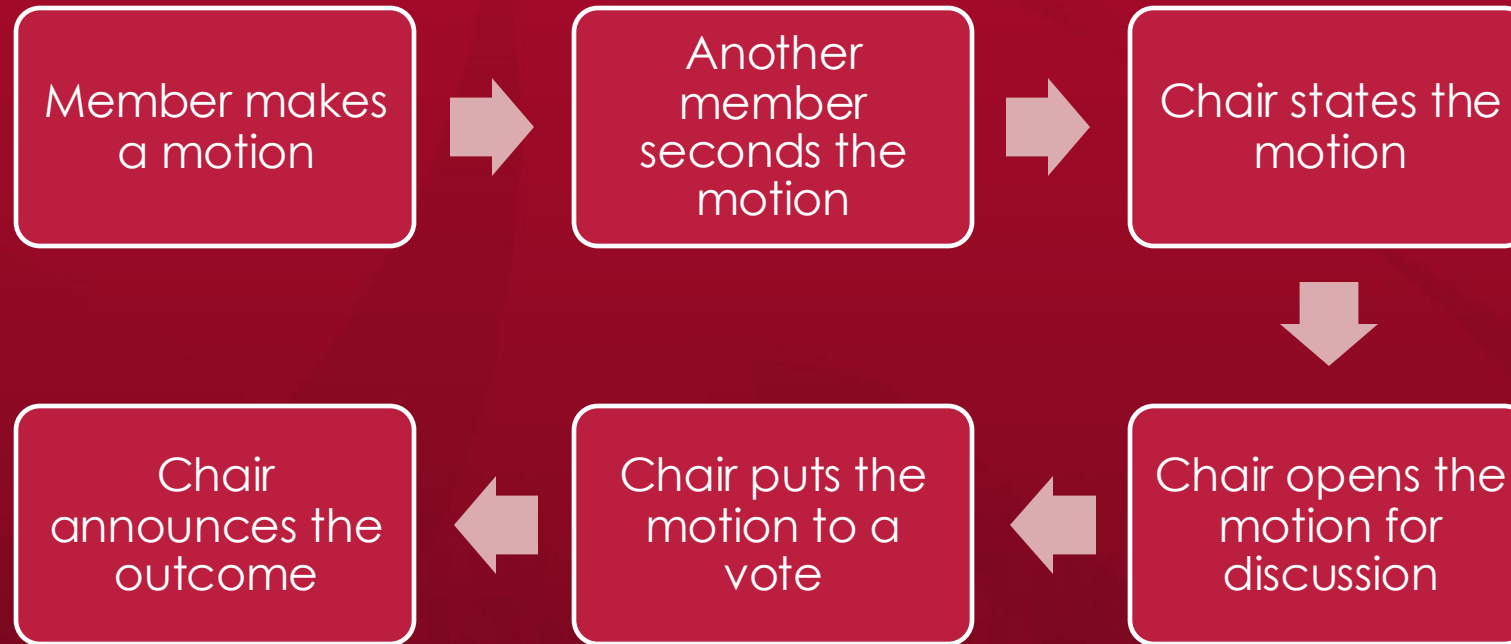
RESOURCES



Where to find:

- Sample Agenda
- Proposal Template
- Robert's Rules – Student Life Handbook

STEPS TO HANDLING A MOTION



MOCK MEETING ACTIVITY INSTRUCTIONS

- Pick a role
 - Limit: one SAC officer role per person
- Use props (optional) for fun character building
- Use the sample agenda
- Work through a mock meeting with your advisor observing

TIMING OVERVIEW

- Role Selection – 5 min
- Role Preparation – 10 min
- Run Mock Meeting – 15 min
- Lunch & Debrief

DEBRIEF/DISCUSSION

- What went well?
- What could improve?
- How did the roles work out?
- Were motions handled correctly?
- Final Q&A

FINAL TIPS FOR EFFECTIVE MEETINGS

- Always have an agenda
- Keep meetings focused and short
- Follow up with notes and next steps
- Be respectful, punctual, and prepared

THANK YOU

“If your actions inspire others to dream more, learn more,
do more and become more, you are a leader”

John Quincy Adams