Tips for Leading an Effective Meeting

**BEFORE**

**Be Prepared**
- Choose a meeting time and stick to it
- Communicate with members to ensure they know where and when the meeting is and what they should come prepared with/to discuss
- Know the purpose of the meeting (inform/brainstorm/update)
- Create an agenda for the meeting
- Ask members if they have any topics they would like to discuss so it can be added to the agenda
- Review the agenda with your co-chair/officer board BEFORE the committee meeting so you are both on the same page

**Create an Open Space/Environment**
- Choose a location that is easy to find, appropriate for your group size, accessible, and consistent from week to week
- Consider your meeting space/setup and ask "does this arrangement encourage participation?"

**TIPS!**
- Consider arranging the chairs in a circle or u-shape to encourage more involvement!

**DURING**

**Start on Time**
- Greet people so they feel welcome
- Respect members' times by starting on time each week, regardless of how many members are in attendance

**Invest in Relationships**
- Allot time in your agenda for members to get to know each other

**Keep the Meeting on Track - Follow the Agenda**
- As the meeting facilitator, you are responsible for keeping the meeting moving and on track (limit side conversations, limit questions that do not pertain to the entire group)
- Encourage discussion to get different ideas and viewpoints, but keep it moving toward a decision
- Keep meeting minutes for future reference and questions
- When possible, involve members in facilitating parts of the meeting (lead icebreakers, take minutes, etc.)

**End with Action Items**
- The facilitator, with member input, should assign action items for members to complete before the next meeting based on their interests and available time

**End on Time**
- Respect team members time by ending each meeting on time
- If you are finished early let everyone leave
- If you are unable to finish in the allotted time, create an alternative plan for accomplishing the remaining tasks (move to next week, discuss via email, call a special meeting, etc.)

**AFTER**

**Compile and Share Meeting Minutes and Action Items.**
- Within 1-2 days of the meeting, follow up with e-mail that includes the meeting minutes/notes and reminders of action items/decisions from the meeting
- In this e-mail, include a reminder about the time and location of the next meeting
- Remember to thank members for their contributions and commitment
- Discuss any problems/concerns experienced in the meeting with your co-chair/officer board so improvements can be made
- Follow up on delegated tasks and make sure members understand and carry out their responsibilities. Put unfinished business on agenda for next meeting
- Give recognition and appreciation to members for excellent and timely progress

**TIPS!**
- Consider leading a short icebreaker at the start of meetings (especially early in the semester)
- As a facilitator, model good meeting skills such as staying on task, listening, and valuing all contributors and differing viewpoints

Adapted from: University of Texas Leadership and Ethics Institute (LEI) | www.ubel.com