IMPROVING OUR MEETINGS PROVIDING AN EXPERIENCE THAT ATTRACTS MEMBERS

MEETINGS ARE ESSENTIAL

Why?

 To maintain communication with members through a democratic process

In a meeting, we want to:

- Share information
- Make decisions
- Identify the right people to carry out these decisions



BUT THERE ARE OTHER REASONS OUR MEMBERS WANT TO COME TOGETHER



THESE
REASONS
ARE ALSO
IMPORTANT:

Spiritual development

Learning about issues

Building community

Working on projects

WHAT HAPPENS AT YOUR COUNCIL MEETING?

Frequency and Length

- How often are they held? How long are they?
- How are reports delivered?

Planning

- What is the purpose for this meeting? To conduct business? To deliver reports? To brainstorm? To make decisions? Other?
- Does the agenda allow time for more than just the business?
- Are some items on the agenda unnecessary or confusing?
- Are there items that the executive could deal with?

Notification of members

- How are members notified?
- How far in advance are they notified?
- Is enough information given to participate in the decision making?

WHAT HAPPENS AT YOUR COUNCIL MEETING? (CONTINUED)

Welcome

- Are members welcomed?
- How are new members handled?

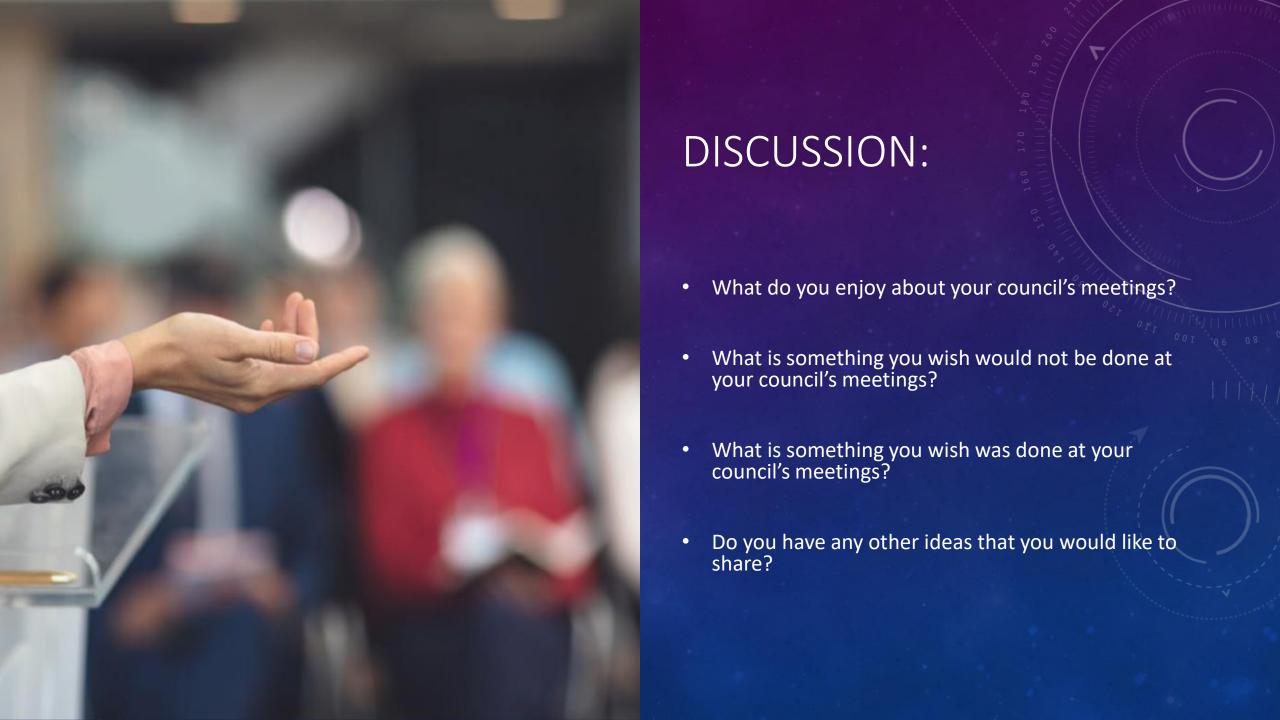
Time Management

- Do the meetings start and end on time?
- Is extraneous discussion controlled?
- Is the agenda followed?

Member participation

- Are all members allowed to participate?
- Additional elements:
 - Was there a spiritual program?
 - Was there time to socialize?
 - Were other elements part of the meeting? i.e. Guest speaker, project work





MAKING OUR MEETINGS BETTER

- Frequency and length
- Planning
- Notification of members

- Welcome
- Time management
- Member participation
- Other elements

636 – GUIDE TO SIMPLIFYING MEETING AND REPORTING PROCESSES

Reorganization Working Group

