

## How-to: Plan and Run Effective Meetings

### Goals

Run effective group meetings to make decisions, get input, delegate responsibility and build a sense of accountability and community

### Best Practices

- Have an agenda and follow it
  - Respect everyone’s time
  - Create space at the end (“parking lot”) for other issues that arise
- Make it action-oriented
  - Don’t meet just to meet
  - Is there a campaign action or training component?
- Always be recruiting
  - Make it fun, welcoming, and social so everyone wants to keep coming back.

### How-to

- 1) Before organizing a meeting, make sure one is needed
  - We suggest meeting every other week or once a month, depending on the timeframe of your campaign.
    - Working groups might meet every other week with large group meetings held less often (once a month).
- 2) Prepare for the meeting (*Tip: This can take as long as the meeting itself*)
  - Know your goals
    - Figure out what decisions or discussions need to take place in order to help the group achieve their identified goals
  - Set an agenda to accomplish your goals
    - Have as many group members as possible leading sections of the meeting.

### Sample Group Meeting Agenda (1 hour)

1.	Introductions/Sign-in	5 minutes
2.	Overview of meeting: Agenda and goals	2 minutes
3.	Updates/Share information	10 minutes
4.	Discussion of plans	15 minutes
5.	Delegate tasks	5 minutes
6.	Skills training or campaign action prep	15 minutes
7.	Review what was accomplished or decided	2 minutes
8.	Parking Lot/Other Announcements	5 minutes
9.	Adjourn	
10.	Socialize	

- 3) Prepare participants
  - Make sure all meeting attendees have a basic sense of the all the goals of the meeting beforehand
- 4) Anticipate pitfalls
  - Group dynamics can be difficult. Anticipate problems and develop solutions beforehand.
- 5) Recap assigned roles at the end of the meeting
  - Be sure to check in on what was assigned at the next meeting to maintain a level of accountability among the group
- 6) Keep it social
  - We're not just doing important work, we're building a powerful social network. Create opportunities for the group to have fun and if possible, hang out after the meeting.
- 7) Debrief afterword
  - Take time to consider how the meeting went; consider if the agenda was appropriate, who to follow up with, and what should be done differently next time.