QUICK TIPS

Meeting Problems

When managers and professionals were polled on the specific problems they encountered when conducting meetings, there were 1,305 examples cited. Sixteen of them account for 90% of all problems. They include:

1. Getting off the subject
2. No goals or agendas
3. Disorganized
4. Ineffective leadership and/or lack of control
5. Time wasted
6. Not effective in making decisions
7. No pre-meeting orientation
8. Meeting too lengthy
9. Poor or inadequate preparation
10. Inconclusive
11. Irrelevance of information discussed
12. Starting late
13. Interruptions
14. Rambling, redundant, or digressive discussion
15. Individuals dominate discussion
16. No published results or follow-up actions

Source: We’ve Got to Start Meeting Like This by Roger Mosvick and Robert Nelson

LEADING BITS

TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS

Tips on Leadership Development For GROUPS

is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
Meetings have several functions. They give members an opportunity (1) to discuss and evaluate goals and objectives, (2) to keep members updated on current events, (3) to keep the group cohesive and dynamic, (4) to pool resources and ideas for decision-making, and (5) simply to fellowship with and encourage one another. The following are a few tips to help make your meetings successful, productive, and fun!

**BEFORE THE MEETING**
- Define the purpose of the meeting; if you can't find a purpose, don't have a meeting.
- Develop an agenda with officers and advisor(s). [See Leading Bits on “Agendas”]
- Distribute the agenda, background material, and lengthy documents or articles prior to the meeting so that members will be prepared and feel involved and up-to-date; this also serves as a reminder of the meeting.
- Choose an appropriate meeting time; set a time limit and be respectful of everyone's time to stick to it.
- Arrange the room so that members face each other, if possible, as in a circle or semi-circle. For large groups, try U-shaped rows.
- Choose a suitable location for your group's size; small rooms with too many people get stuffy and create tension. Moreover, rooms too large make your organization seem very small and insignificant.
- Use visual aids (posters, diagrams) for interest. Post a large agenda up front for members to use (if they haven’t brought the agenda that you provided earlier).

**DURING THE MEETING**
- Greet members and make them feel welcome.
- Serve refreshments if possible, they are good icebreakers and make members feel comfortable.
- Start on time and end on time.
- Review the agenda and set priorities for the meeting as a group.
- Stick to the agenda.
- Encourage group discussion to get all points of view; be certain to include everyone in the discussion.
- Encourage feedback.
- Keep the conversation focused on the topic; keep tangents to a minimum.
- Take minutes for future reference in case a problem or question arises.
- Be a role model by listening and showing interest, appreciation, and confidence in members.
- Summarize agreements reached and end the meeting on a positive note.
- Set the date, time, and location of the next meeting (or remind members, if it is regular).

**AFTER THE MEETING**
- Write up and distribute the minutes within three (3) days.
- Discuss any problems during the meeting with officers and advisor(s); discuss ways to improve.
- Follow-up on delegation decisions; check to see that members understand and carry out responsibilities.
- Give recognition and show appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings.