



Get going on...



Having a meeting

Running a great meeting isn't about using fancy terminology, it is about respect, clarity and action. Meetings should help your club make decisions and take action. If you stick to this, everyone will leave feeling that it was time well spent.

Here is how to keep your meetings on track...

Start strong:

- **Start the meeting on time**, or as soon as you have a quorum.
- Make sure you **maintain a quorum** for the whole meeting. If people leave and it drops, pause or adjourn the meeting.
- **Record who's there**, when people arrive or leave. This will help to keep everything official with your quorum.

Stay focussed:

- Everyone should **be present** and paying 100% attention, that means no emails, no phones, no side chats.
- **Use the agenda**. Don't let the discussion wander.
- Talk about **WHAT** the club needs to do and **WHY and** save the **HOW** for those doing the work after.

Reports and updates:

- Written reports should be shared before the meeting; there is no need to read them out loud.
- Use that time instead to agree on actions based on the report info.
- If someone didn't read the report, don't hold up the meeting to catch them up.

Take action:

- Take minutes during the meeting. Don't leave it for later.
- Just note key decisions, who moved them, vote results, and action points.
- Use templates to make this easier and quicker.

Wrap it up:

- Set the date for the next meeting while you've got everyone there.
- Aim to finish in an hour; that's usually enough time if you're prepared and focused.

Online meetings:

More clubs are now meeting online as it's convenient and helps more people get involved.

To keep things running smoothly:

- use a headset for clear sound,
- turn your camera on so everyone feels connected, and
- mute yourself when not speaking to reduce background noise.

Stick to normal meeting rules, starting and finishing on time, and check in during the meeting to ensure everyone is clear on the decisions.

Look out for...

Want to build on your meeting knowledge? Take a look at:

Get Going On... *Making Meetings Matter*

Get Going On... *What happens in a Meeting*

Get Going On... *AGM's without the Stress*