

Quick Tips

DO YOU ENCOUNTER THESE CHALLENGES?

A poll of professionals and managers resulted in 1,305 examples of problems encountered in meetings. Of these, 16 account for over 90% of all meeting problems. They are:

- Getting off the subject
- No goals or agenda
- Disorganized
- Ineffective leadership/lack of control
- Wasted time
- Ineffective decision-making
- No pre-meeting orientation
- Too lengthy
- Poor/inadequate preparation
- Inconclusive
- Irrelevant information discussed
- Starting late
- Interruptions
- Rambling, redundant discussion
- Individuals dominate discussion
- No published results or follow-up action

From [We've Got to Start Meeting Like This](#), Roger Mosvick and Robert Nelson, Scott Foresman & Co.

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

Leadership Development Tips
for Student Organizations

Meetings and Minutes



Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, keep the group cohesive, and allow the group to pool resources for decision-making. The following are some tips to help make your next meeting successful, productive, and FUN!

BEFORE THE MEETING

- Define the purpose of the meeting (If you can't find a purpose, don't have the meeting.)
- Develop an agenda with officers and advisor (s)
- Distribute the agenda, background material, and lengthy articles or documents
- Set a time limit and do your best to stick to it
- Select an appropriate, comfortable location
- Use visual aids if they will help
- Make sure all members are aware of the meeting time and place

DURING THE MEETING

- Greet members and make them feel welcome
- Serve refreshments if possible
- Start and end on time
- Review the agenda and set priorities for the meeting
- Stick to the agenda
- Encourage group discussion to get all points of view
- Keep conversation focused on the topic at hand

- Encourage feedback
- Keep minutes for future reference in case a question is raised
- 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 time, date and place for the next meeting

AFTER THE MEETING

- Transcribe the minutes and distribute them within 3-4 days
- Discuss any problems during the meeting with officers and advisors
- Follow up on delegation decisions
- Give recognition for excellent and timely progress
- Put unfinished business on the agenda for the next meeting
- Periodically evaluate meetings and work toward improvement

MINUTES

All minutes should contain:

- Time, date, and location of meeting
- Type of meeting (officer, committee, general)
- Members present/absent

- Time of call to order and by whom
- Approval/amendments of previous minutes
- Officer and committee reports
- Unfinished business acted upon
- New business acted upon (For all business: Include exact wording of new resolutions, etc., as well as vote counts)
- Unfinished business
- Action items and who is responsible for them
- Advisor report
- Announcements
- Next meeting information
- Time of adjournment
- Name of secretary/recorder

HINT: Many recorders simply take notes on the written agenda at each meeting.

Once minutes are typed into the group's preferred format, they should be submitted to the president and /or advisor for review.

Minutes become the official record of group proceedings AFTER they are accepted by the membership (at the next meeting).

