

FALL 2020

# RUNNING A SUCCESSFUL MEETING



BRISTOL  
STUDENT  
SENATE

# WHY DO WE MEET?



Meetings give members a chance to discuss goals and objectives and keep updated on current events.

**They provide a chance to communicate and keep the group cohesive.**



# DECISION MAKING

Meetings allow groups to pull resources together for decision-making



# FIND WHAT WORKS BEST FOR YOUR CLUB...

Some meetings are more structured than others

# HAVE PURPOSE

It's the reason why people come  
to meetings



Find the best time for your group  
Set a limit and stick to it

# WHERE IS YOUR MEETING HAPPENING?

## CAN EVERYONE GET THERE?



# ADVERTISE



# BE CONSISTENT



DURING YOUR  
MEETING  
LITTLE THINGS  
MATTER **A LOT**



# A FEW THINGS TO KEEP IN MIND:

## **GREET YOUR MEMBERS**

A simple hello can make everyone feel welcome

## **START ON TIME & STAY ON TASK**

Students are busy, don't make them feel like they are wasting their time

## **ENCOURAGE DISCUSSION**

When members see their ideas have an impact on the decision-making process, their commitment to the organization is increased

## **KEEP & SHARE MINUTES**

Always keep of a record of what you talked about and share the minutes with all of your members

# ACTION STEPS





# A FEW THINGS TO AVOID

## **INCONSISTENCY**

Don't leave anything to chance

## **DOMINATING THE MEETING**

Be sure that everyone has a voice

## **UNCLEAR COMMUNICATION**

Be sure there is mutual understanding between leadership and members

## **TOO MANY AGENDA ITEMS**

Stay on task and keep items realistic

## **SHIFT FOCUS**

If you go off on a tangent, so will your members

# THANK YOU



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