

MAGNIFICENT MEETINGS



How To Plan A Successful Meeting

Before

Before you plan a meeting, make sure you can answer all of these questions:

- What is the purpose of the meeting?
- What are the desired outcomes?
- Is a meeting necessary?
- Who should be present at the meeting?
- What is the meeting agenda?
- Does there need to be any additional materials?

During

- Make sure everyone has a chance to contribute
- Consider breaking into smaller groups to brainstorm solutions to any problems and regrouping for a discussion
- Keep everyone under control
- Make sure everyone is being respectful

After

- Decide the date of the next meeting
- Make sure that any unfinished business will be mentioned at the next meeting
- Check whether everyone knows what tasks they must complete by the next meeting
- Thank everyone for attending!



Save the Date!

Regional Leadership Conferences

Region 1	February 12, 2015	<i>Allegany High School</i>
Region 2	February 17, 2015	<i>Catonsville High School</i>
Region 3	February 4, 2015	<i>North Hartford High School</i>
Region 4	February 12, 2015	<i>Chesapeake (AA Co) High School</i>
Region 5	February 3, 2015	<i>Marriotts Ridge High School</i>

Maryland State Leadership Conference | April 23-25, 2015
Hunt Valley Inn, Maryland

National Leadership Conference | June 29 - July 2, 2015
Chicago, Illinois

What To Include In The Agenda

Call to Order

Welcome and Introductions (if necessary)

Minutes of the Previous Meeting

Treasurer's Report

Reports of Officers and Standing Committee Members

Unfinished Business

New Business

Announcements

Adjournment

Parliamentary Procedure

Use Robert's Rules of Order Newly Revised!

- **Keeps the meeting under control even during heated debates**
- **Protects rights of all members**
- **Addresses needs in an efficient and simple manner**
- **Ensures the voice of the minority is also heard**