“May I Please Have Your Attention?”
Running an Effective Meeting

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
- Develop an agenda with officers and advisor
- Distribute the agenda and any other necessary materials
- Set a time limit and do your best to stick to it
- Select an appropriate, comfortable location
- Use visual aids if the will help
- Make sure all members are aware of the meeting time and place

During the Meeting
- Greet members and make them feel welcome
- Start and end on time
- Review the agenda
- Stick to the agenda
- Encourage group discussion to get all points of view
- Keep the discussion 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

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