



## **RUNNING EFFECTIVE MEETINGS**

### **How to run a meeting**

Along with deciding on your Centre's structure and putting together your management team (Board or Committee), you'll need to create a plan for the type of meetings your Centre needs and decide on who will run these.

Within a Centre there are several different types of meeting that may be required. Some are informal, others are more formal such as a Board/Committee meeting or Annual General Meeting (AGM). The AGM is held annually, usually when financial reporting and annual report presented.

An effective meeting will ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these.

Any meeting will need someone to be in charge or 'chair' it and another person to write down the minutes (the written record of a meeting). The minutes often give an overview of the structure of the meeting, starting with a list of those present, a list of the various issues discussed, and any responses/decisions that are made and action/s to be completed by who and when (date).

Informal meetings should still be managed and minuted, but they also encourage members to relax and join in. You might hold an informal meeting to:

- discuss new ideas
- solve problems
- gather opinions
- ensure everyone is still feeling enthusiastic about the Centre
- brainstorm ideas for fundraising or sponsorship

### **Tips to running a good meeting**

- Establish the purpose and desired outcomes of the meeting.
- Check that everyone understands the topics to be discussed. Distribute an agenda (list of points to discuss usually distributed before the actual meeting) prior to the meeting if necessary.
- Ensure everyone listens to each other carefully.
- Ensure only one person speaks at a time.
- Encourage everyone to be objective and keep discussion focused on the topic.
- Examine each option individually and objectively and reaching a conclusion for that option.

Formal meetings such as the AGM are a reporting meeting for the Centre. This means that your Centre's aims, activities and finances are reported on at the meeting. They are usually held annually and they are open to anyone directly involved with the Centre - speaking rights, voting etc will/should be detailed in your Centre constitution. It is also when key roles like treasurer, secretary, are decided upon.

Meetings of any kind should be based around an agenda which is similar to a programme or list of points to discuss. The Centre's secretary and treasurer usually prepares the agenda and sends it out to everyone who will attend the meeting. There are many types of agenda – but by keeping it simple you'll be able to run a straightforward and effective meeting.

Your Centre's chairperson/president will run the meeting and make sure that the agenda is used!

**As always, do please contact Netball Mainland for assistance/advice on running effective meetings, agenda templates, run sheets, notices and so on...we are happy to help 😊**