



PLANNING A YFA MEETING

About two weeks before the meeting get the following information to each member:

- General purpose of the meeting
- Time and place of the meeting
- List of agenda and length of time anticipated for each item.
- Background information and/or references on each item that will help members make better decisions.
- Minutes of last meeting.

About two days before the meeting check with members who tend to be forgetful to remind them of the meeting. Phone (2 days ahead) or send a postcard (4 days ahead).

STUDIES HAVE SHOWN PEOPLE NEED TO BE INFORMED THREE TIMES PRIOR TO AN EVENT THAT IS OCCURRING.

PLANNING THE AGENDA

People respect organization and they want to feel a sense of accomplishment. Good planning on your part is a necessity.

An effective chair follows a time plan; that is, they know when they're going to begin and end their meeting. Frequently, they write their time plan in the agenda

To use a time plan, write down the starting and ending times of the meeting. 1½ hours is generally plenty of time for a meeting. Two hours should be the maximum amount of time spent holding a regular meeting.

People are willing to contribute two hours to a meeting. If more time than that is spent, they get tired and the meeting is not productive. Also, a regular meeting that lasts more than 2 hours could show lack of planning and/or leadership.

When writing the agenda, some chairs put the most important items in the middle rather than first or last. The meeting will then have a build-up of interest and time for letdown from a highpoint. Also, anyone who arrives late or leaves early won't miss the important agenda items.

You may want to star those agenda items that require a decision to be made.

Have in mind how this meeting may result in further action and have a proposal (suggestion) for how any such action might be pursued.

Close your meeting on time. Save socializing and visiting for after the meeting.

DUTIES OF THE CHAIR IN CONDUCTING A MEETING

Below is a list of duties you, as a chair, should perform during every meeting you conduct.

- Briefly relate the general purpose of the meeting and refer to the agenda. Ask for additional agenda items from members. Make sure you have someone recording minutes and checking who is present and who is absent.
- Proceed through the agenda. Try to keep to the point and on schedule. If an unanticipated problem arises, try to detect the source of the problem. Rather than using up valuable meeting time dwelling upon the problem, try doing one of the following:
 1. Solve the problem quickly
 2. To give your committee some meeting time to think about it, move the item to a later spot on the agenda.
 3. Delegate a task to be done outside the meeting. If a committee needs more information, postpone the discussion until the next meeting when the committee will have information. It is the job of the chairperson to keep the meeting from getting sidetracked.
- Make sure that your committee members have a clear idea before the meeting adjourns of what is to be done about each agenda item and who is to do it. Establish a time-line for each action and determine a schedule for reporting back to the board about the implementation of each action.
- Before adjourning, set up a convenient time and place for the next meeting.