

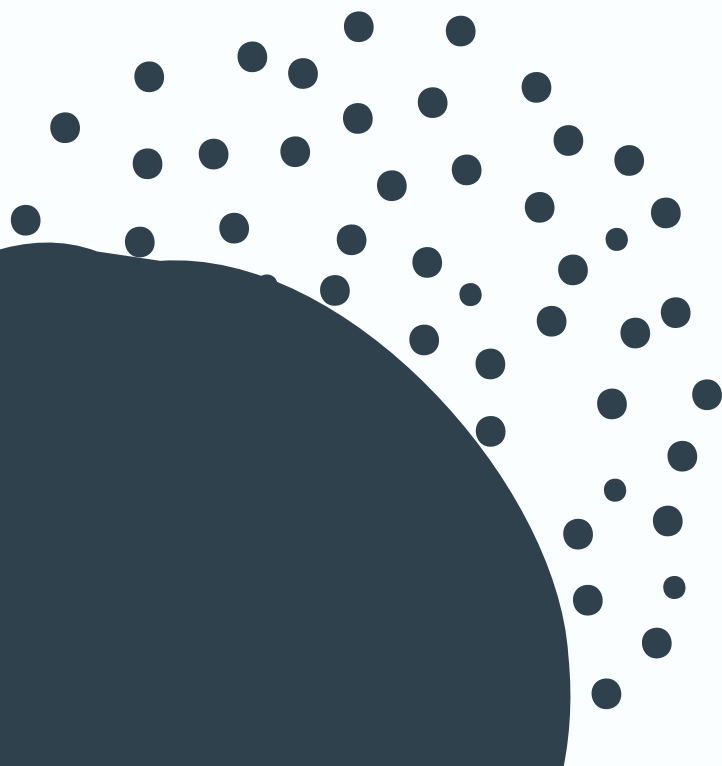
# MANAGING CLUB MEETINGS

MC Student Activities Office | Fall 2021  
Kristen Robinson (krobinson@vcccd.edu)



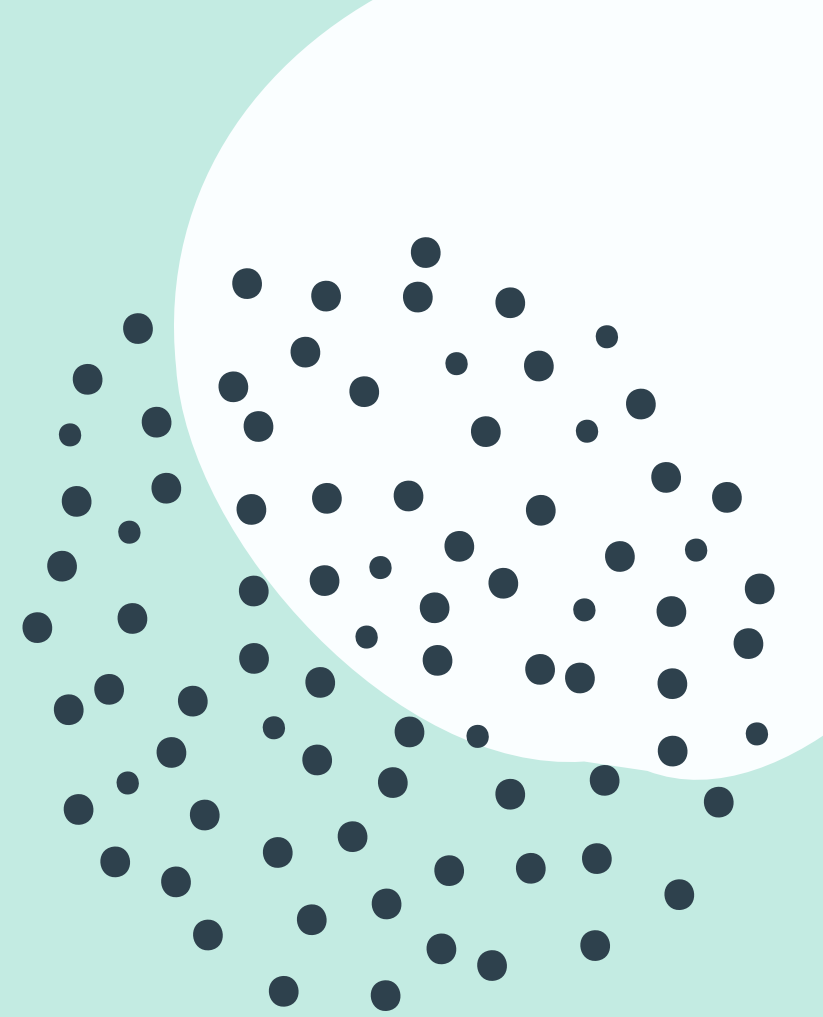
# INTRODUCTIONS

What is your club/organization  
and what role do you play in it?



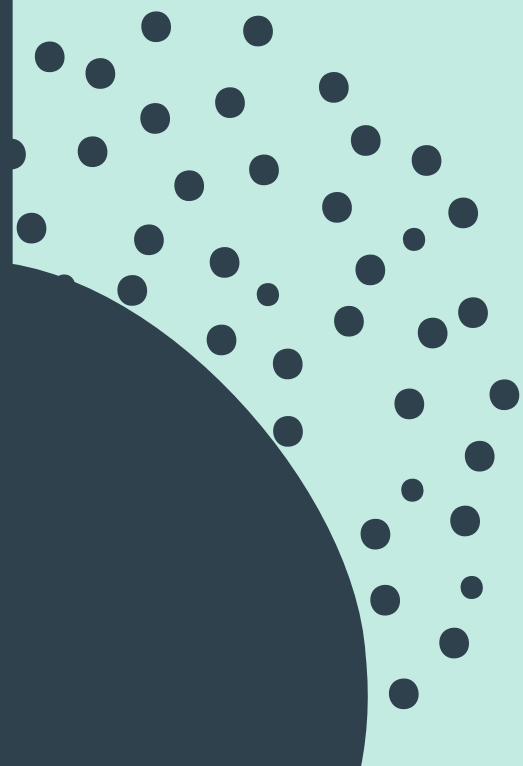
# AGENDA

- Introductions
- 7 steps for effective meetings
- Q+A



**RULE #1**

**MAKE SURE YOU  
NEED A MEETING**

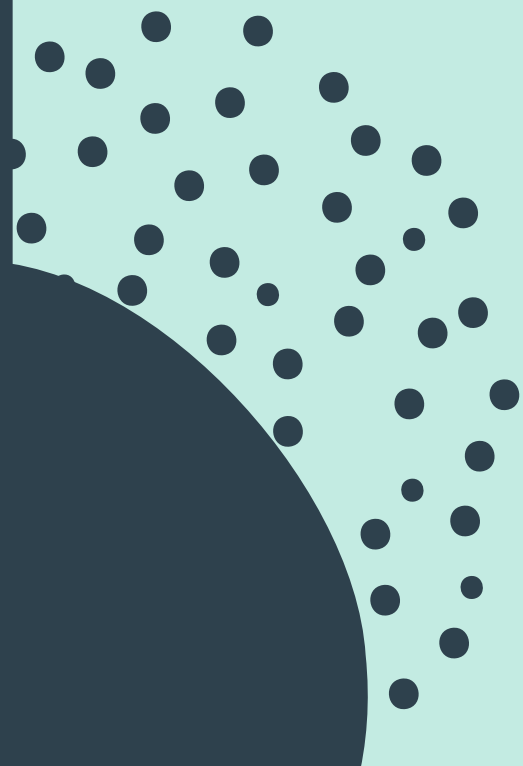


# RULE #1

**Respect your attendees' time by only holding meetings that are necessary.**

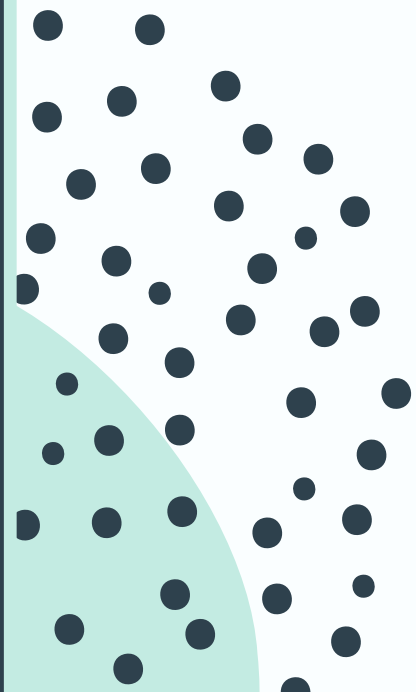
Meetings are a good place to make group decisions, develop the plan for an event, or delegate responsibilities to a group.

If all you need to do is disseminate info, then email, Discord, Slack, Canvas, or another avenue maybe a better option.



# **RULE #2**

**PREPARING FOR  
A MEETING CAN  
TAKE AS LONG AS  
THE MEETING  
ITSELF**




# RULE #2

**Once you have decided that you need a meeting, you have to prepare for it.**

- Define the goals
- Prepare an agenda
- Develop a list of attendees
- Identify people to facilitate different meeting topics
- Plan an opportunity to debrief afterward with meeting leadership



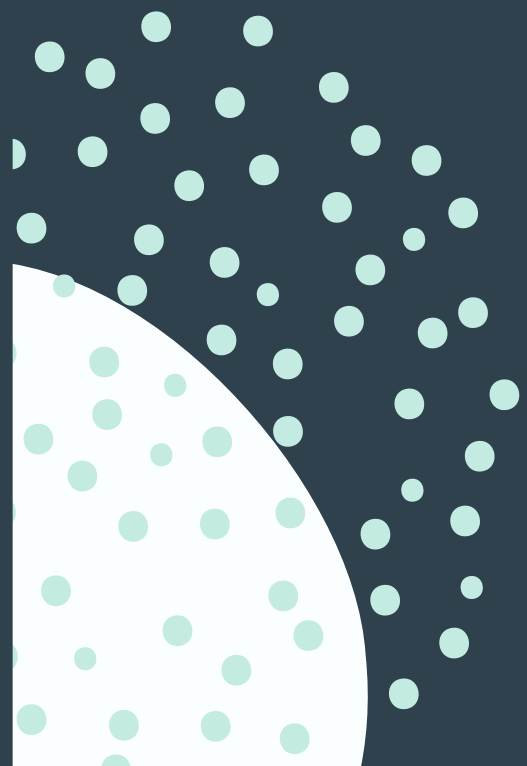
## **This includes planning logistics.**

- Is the location accessible?
  - Is the time convenient? What's the duration?
  - Is the room the right size for the group? Is it set up such that it's easy to see and hear each other?
  - Is there a chalkboard, whiteboard, or computer and projector?
  - Is there a sign-up sheet?
  - Are there materials for people to take?
  - Are we getting refreshments?
- 



**RULE #3**

**KNOW YOUR  
GOALS**

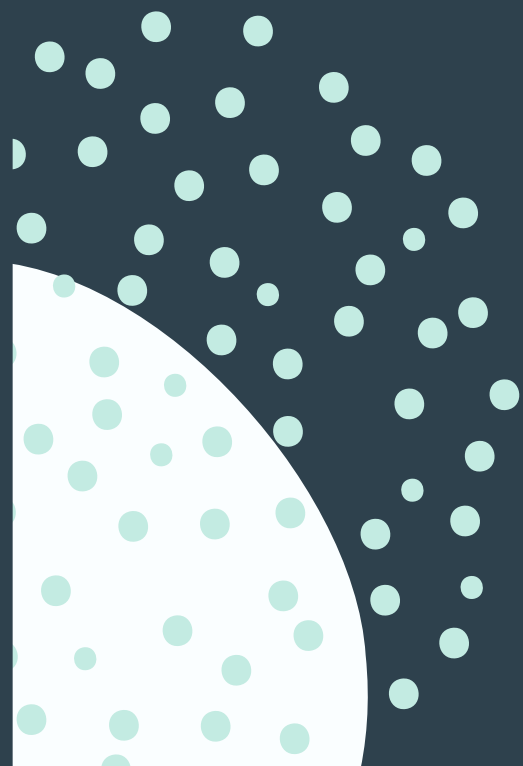


# RULE #3

**Every meeting should have a goal.**

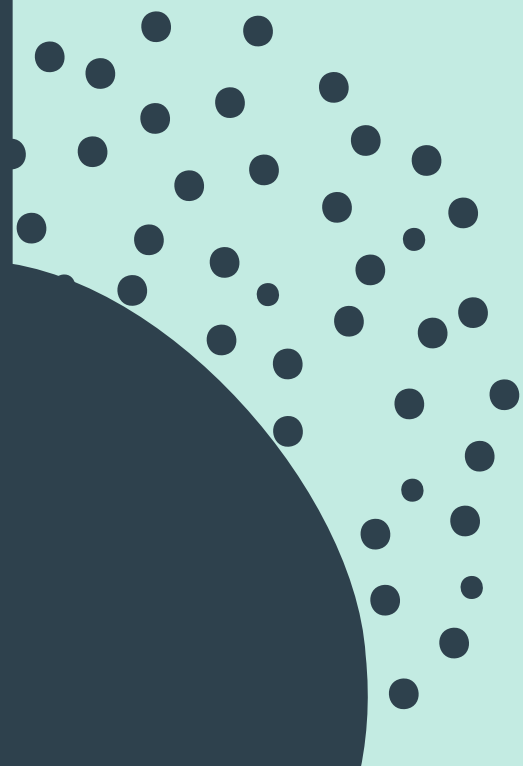
Figure out what you're trying to get out of this meeting, and then make sure the agenda helps you do it.

If there's something on the agenda that doesn't help you accomplish the goal(s) of the meeting, that agenda section might be unnecessary.



**RULE #4**

**MAKE YOUR  
FOLLOW-UP PLAN  
BEFORE THE  
MEETING**

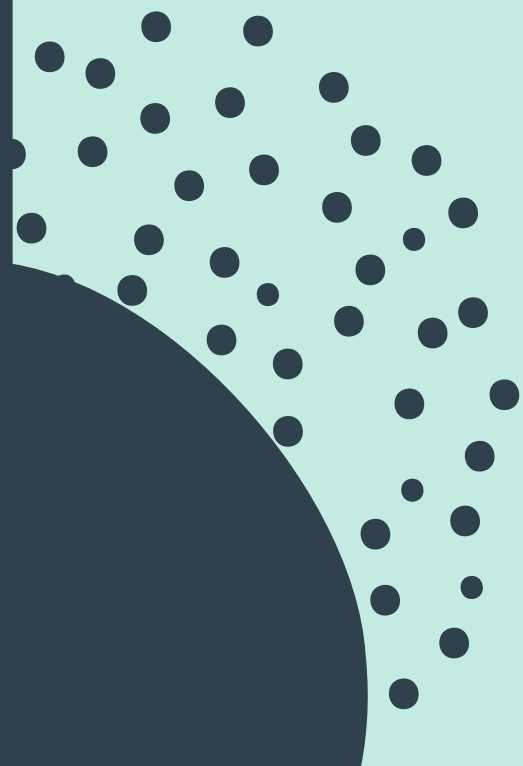


# RULE #4

**Most every productive meeting  
requires follow-up.**

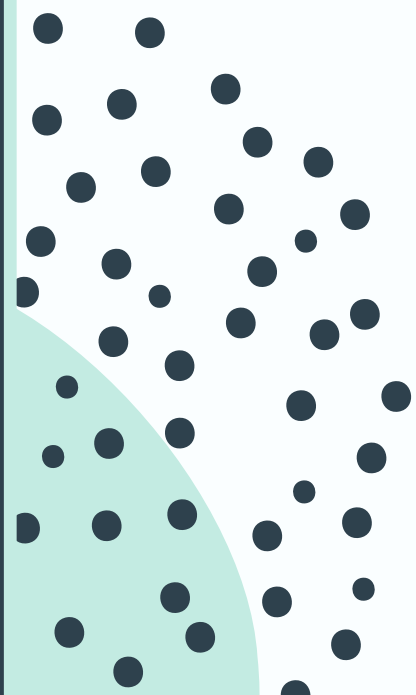
Before the meeting, make sure that there is a plan and timeline for following up on decisions that have been made and tasks that have been delegated.

Also make a plan to follow up with a note to thank any guests who joined your club's meeting.



# **RULE #5**

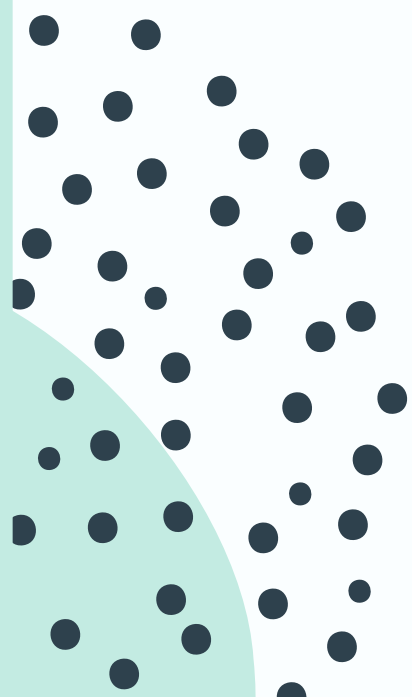
# **PREPARE ALL PARTICIPANTS**



# RULE #5

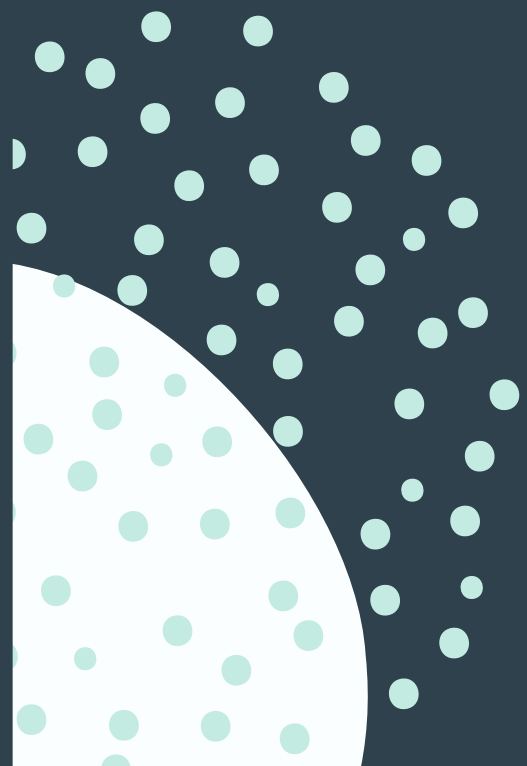
**Everyone coming to the meeting should have a basic sense of the goals of the meeting, how they will participate, and who else will be in attendance.**

In addition, the members who are facilitating different sections of the agenda should have a sense of what needs to be accomplished during their section and during the meeting as a whole



**RULE #6**

# ANTICIPATE PITFALLS



# RULE #6

**The most difficult part of running a productive meeting is dealing with group dynamics.**

Here are some common pitfalls to prepare for:

- Lack of participation
- A few people are dominating the discussion
- Spending too much time on one issue
- Creating a false sense of power or false decisions
- Dealing with things in a meeting that should be dealt with individually



# RULE #6

**The most difficult part of running a productive meeting is dealing with group dynamics.**

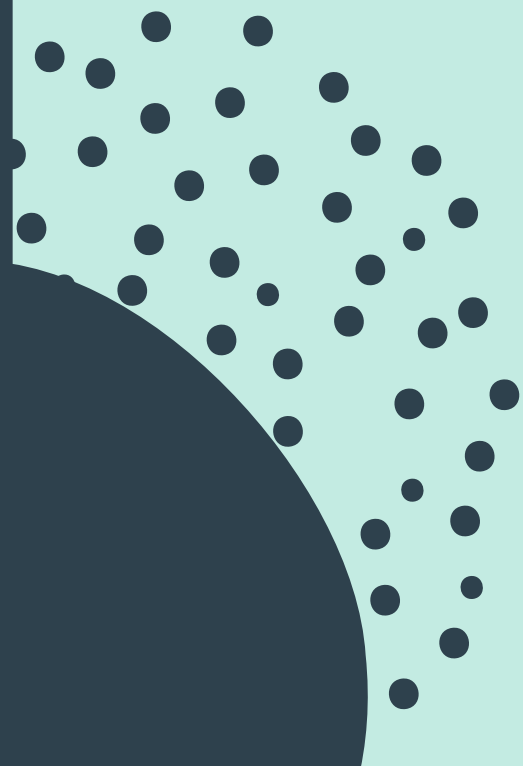
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- Lack of participation
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**How would you address these pitfalls?**

**RULE #7**

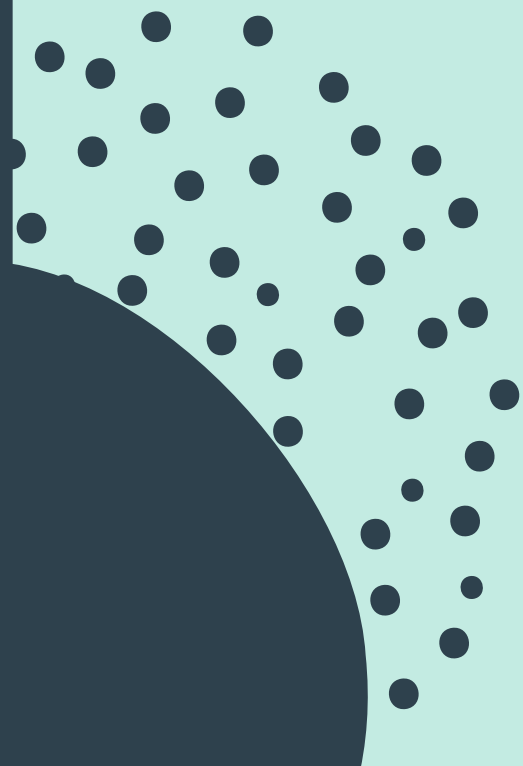
# **DEBRIEF AFTER THE MEETING**



# RULE #7

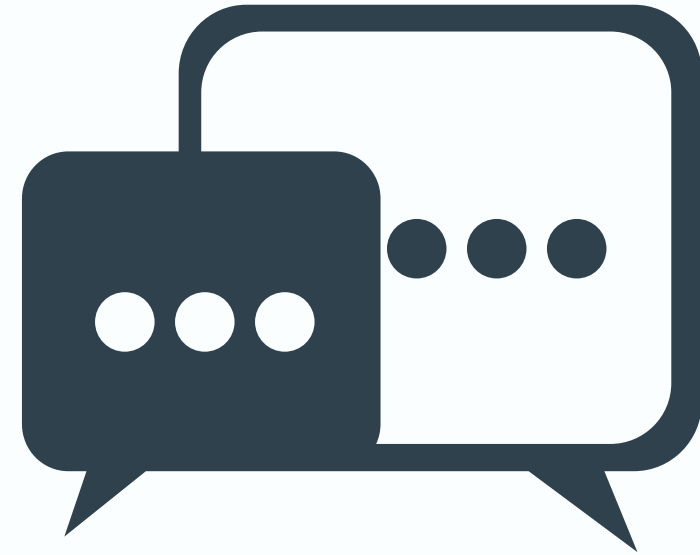
**Pull together anyone who helped plan the meeting to quickly discuss how things went.**

- Was the agenda appropriate?
- Were the facilitators (and participants) well prepared?
- How were the logistics?
- What is the appropriate follow-up for each person in the group?
- What should we do differently next time to improve the meeting?





If you feed them, they will come.



Give everyone a job, a role, and/or a chance to be heard.



Better/engaged club members > more club members.

# "RESOURCES FOR CLUBS" WEBPAGE

Facility Use Form (room reservations)

Petty cash guidelines (purchasing food or meeting supplies)

Meeting minutes template



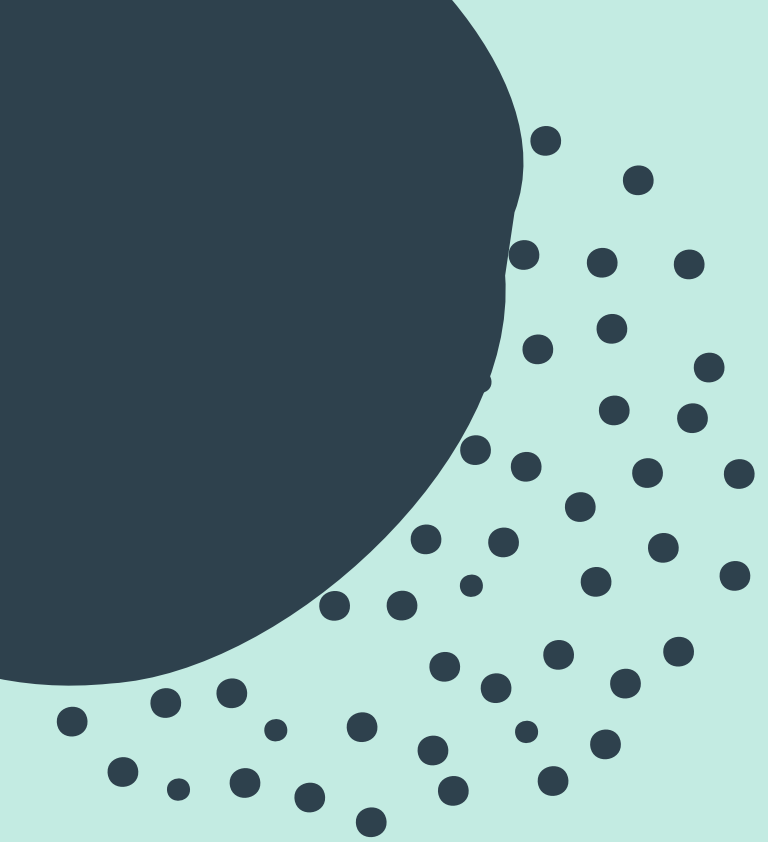
# FAQS

**Q1:** Does my advisor have to attend the meetings?

**Q2:** How often does our club have to meet each semester?

**Q3:** Does a club guest have to complete COVID screening?

**Q4:** Who takes minutes and what do we do with them?



# ANY OTHER QUESTIONS?

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