



# **“GETTING THINGS DONE” by Facilitating Effective Meetings**

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Orinda-Moraga-Lafayette Branch

# Welcome – Why are you here?

- You volunteered to be an officer or committee chair....
- Or you were selected to lead your branch...
- Or you're considering future leadership roles...
- Maybe it's in AAUW or another group...
- Or you want to improve your career skills...
- **Whatever the reason ---- WELCOME**

# Goal: Identify ways to lead more effectively & with confidence



**“A motion has been made and seconded that this be one of those meetings where nothing actually gets done.”**

- In this workshop, we'll focus on meetings – *“a gathering of people working to accomplish something”*.
- Whether in your career or volunteering, meetings occur!

# What do you expect from meetings?

- List your expectations.

# What do you expect from meetings?

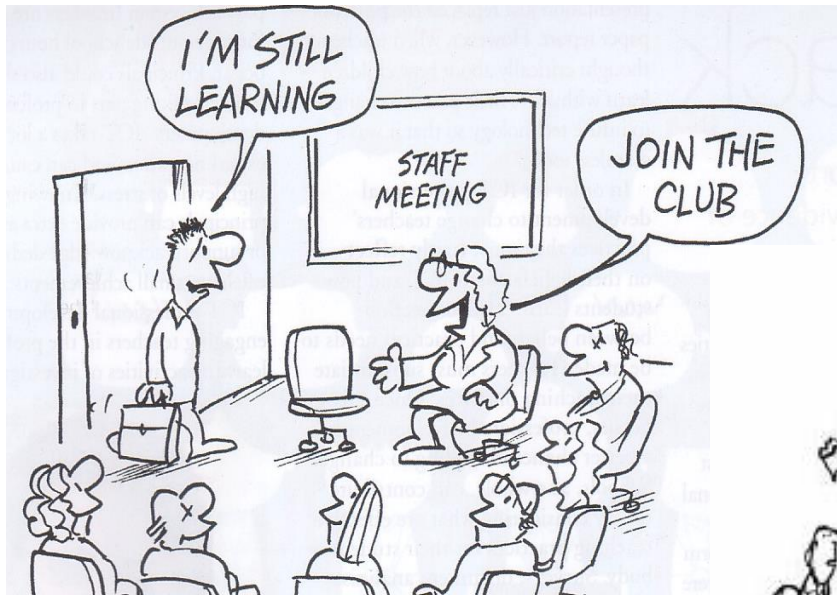
- They're organized and run well
- Attendees are prepared
- My time is well spent
- They're fun/enjoyable
- I learned something
- Objectives were met
- People were respectful of one another

# Plan in advance

- Identify attendees
- Provide plenty of notice
  - routine or a special one-off meeting?
- Provide good location & setup (sets tone of meeting)
  - central location
  - good parking; easy to walk to meeting space
  - room comfortably seats everyone; can see each other?
- Ask attendees for agenda items
- Share information before the meeting or bring it to the meeting?
- Anything else that you do??

# Prepare an agenda

- All meetings benefit from an agenda
- List meeting start and end times
- List desired outcome, leader, and available time for each agenda item
  - Desired outcome may be information, decision, progress update
  - Put more important items early in the agenda
  - Indicate if pre-read material
- Not every officer needs time at every meeting
  - Work small details outside the meeting
- Send out the agenda early -- 1 or 2 weeks in advance
- Ask attendees to RSVP



"I fear we may have strayed from the agenda somewhat."



# Facilitate the meeting

- Arrive early to set up
- Create ground rules together (e.g. no side bars)
- Assign a timekeeper and secretary/scribe
- Agree on the agenda at the start
- **Follow** the agenda – keep meeting on track!!
- Capture action items (including owner and deadline) on a flip chart and review at the end
- Agree on a decision making method
- Encourage and seek out participation
- Consider a quick meeting review at the end
- What else do you do????

# Resource – Agenda example

## BOARD AGENDA

Date, time and location

Secretary:                      Action Item Recorder:                      TimeKeeper:                      Parliamentarian:

Time	Topic	Purpose/Desired Outcome	Topic Facilitator
9:30 5min	Call to Order	<ul style="list-style-type: none"> <li>Welcome, Review/Adjust Agenda</li> <li>Approval of Mar. board minutes</li> <li>Upcoming deadlines</li> </ul>	Marie
9:50 5 min	Financial Report	Budget review & info – how we're doing? Budget vs. Actual	Judy
9:55	Membership	Update on Membership – new members	Jenny
10:00 40 min	Board Issues requiring decisions	<ul style="list-style-type: none"> <li>Agree on format of NEW Triad for next year; agree on how we inform branch (<i>please review attached Triad draft</i>)</li> <li>Discuss/vote on new fundraising opportunity</li> <li>Decision on forming subcommittee to recommend organizations to approach for donations</li> </ul>	Vanessa  Mary Leigh Tori
10:40	New Business	Personal articles in Triad? Our position? <ul style="list-style-type: none"> <li>Other business?</li> </ul>	Mary Leigh
10:50  30 min	Nominatg com. March mtg. Scholarship May Luncheon Comm, Projects	Review slate and open positions Meeting highlights Selection process update Approve price Burckhalter volunteer efforts	Jan Mary Leigh Maryellen Kelly Carol
11:20 5 min.	Plus/Delta - Adjourn		Marie

# Resource – Committee Agenda example

## Tech Trek Committee Meeting

Finalize time schedule, interview & selection process

Tues., Nov. 4<sup>th</sup>, 2-4pm at Marie's house

- Introductions – meet our new team members!!
- Review last year's process – what should be changed
- Review & agree on schedule (to be provided at meeting)
- Finalize teams for the 3 schools
- Discuss & agree on application and interview questions  
(last year's applic./questions are attached for your review prior to meeting)
- Any other issues
- Next meeting date??

# Follow-up after the meeting

- Send out minutes promptly
- Clearly list action items
- Follow up on action items at next meeting

# Ideas to consider

- If you have a new team, build in agenda time for ice breakers
- Consider learning/training topic at each meeting – a “take away”
- Create an easy way to acknowledge/thank team members
- Build in some fun time in your meetings
- Any other ideas?????

# Resources – Examples of icebreakers and sharing

- Break into groups of two – share why you joined AAUW and have each person share what the other person said
- Go around the room – name, where from, time in branch, why you accepted your position
- Have the group guess who the person is based on answers to 5 questions – share these throughout the meeting at various breaks
  - Animal I'm most like
  - When little what I wanted to be
  - Favorite movie of all time
  - One person I'd want to meet (living or deceased)
  - Favorite hobby or sport
- Other icebreakers that have worked for you??????

# Resources – Examples of ground rules and meeting review

## GROUND RULES (meeting behaviors/expectations)

- Everyone can be heard
- One person speaks at a time
- No side bars
- Stick to the agenda item – anyone can question someone for being off agenda
- Entire group has responsibility for keeping us on target

## PLUS/DELTA (meeting review)

### PLUS

- Networking
- Acknowledged new members
- Oct 10th celebration
- Online resources
- Scope of AAUW
- Food
- Good facility

### DELTA

- more copies of handouts at breakouts
- submit questions beforehand
- bring info on branch activities
- no computer connection for presentation
- no microphone

# AAUW Online Resources

## AAUW CA Website ([www.aauw-ca.org](http://www.aauw-ca.org))

Some areas require a login: **user name:** member **password:** aauwca

Leadership Training:

<http://aauw-ca.org/index.cfm?go=pages.view&pagesid=333&parent=332&coparent=333>

## AAUW National Website ([www.aauw.org](http://www.aauw.org))

*Lead On*, AAUW's monthly member leadership e-newsletter:

[https://svc.aauw.org/contact/index\\_LeadOn\\_signup.cfm](https://svc.aauw.org/contact/index_LeadOn_signup.cfm)

Member Leadership Program's page: <http://www.aauw.org/what-we-do/member-leadership-programs/>

How to Spice Up Your Programming:

<http://www.aauw.org/resource/how-to-spice-up-your-branch-programming/>

How to Use the Relational Recruitment Method to Grow Your Branch:

<http://www.aauw.org/resource/relational-recruitment-method/>

How to Design an Engaging Planning Meeting: <http://www.aauw.org/resource/how-to-design-meetings/>

AAUW Programs in a Box: <http://www.aauw.org/resources/by-type/programs-in-a-box/>

Member Services Database: <https://www.aauw.org/login/> (requires your member id to log in)

Can't find what you're looking for: contact [AAUW Connect](#) at [connect@aauw.org](mailto:connect@aauw.org)

or call the helpline at 800-326-2286