



The Next Step

QUOTE OF THE WEEK

"Time is what we want most, but... what we use worst."

-William Penn

THIS WEEK'S TOPIC – MEETING MANAGEMENT

Weekly meetings are a great opportunity to set the tone. Everyone is looking to the president for leadership. In order to build your leadership credibility, you must be positive, motivated, and organized. In turn the tone of your members and your meetings will be positive, motivated and organized.

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Be Prepared – People become apathetic when they feel like their time is being wasted. Have everything you need for the meeting well organized and easy to find. Helpful hints:

1. Have members bring any motions for chapter to the Executive Council Meeting that occurs before the chapter meeting. If you do not meet with your executive council before the chapter meeting, consider doing this the day before the chapter meeting. Knowing the motions in advance streamlines "New Business" during the actual meeting.
2. Have the chapter secretary type up minutes of the meeting **BEFORE** the meeting. This way you spend less time writing and keep the flow of the meeting. Note any deviations from the draft minutes during the meeting.

Start on Time – Make sure you start every meeting on time. Have the meeting at a consistent time, moving it around makes it difficult to plan for and reduces attendance.

Have a Purpose – People need to understand the purpose of a meeting. If your participants don't know the purpose they check out, are disruptive, or don't show up at all. When people understand the purpose of a meeting they communicate and participate very differently. Typically people will participate the wrong way when they don't know how you want them to participate. So be clear about your expectations.

The Four Purposes of a Meeting:

1. To get information
2. To give information
3. To develop a plan or solve a problem
4. To reach an agreement

End on Time – Effective chapter meetings should not be much longer than an hour. Long meetings reduce member enthusiasm and attendance. One reason meetings run longer than necessary is that people speak when not recognized by the chairman. Do not allow anyone to interrupt the recognized speaker. Be fair & consistent with enforcement of this rule

For more information on running effective meetings, check out this [online resource](#).

TIPS OF THE WEEK

Create targeted focus and set time limits for discussion. For example: "I would like to take this opportunity to discuss Recruitment for 15 minutes."

Use the Gavel. If private conversation is slowing the meeting down, prevent it before it gets out of hand.