

MEETING TIPS & TRICKS

1. DISCIPLINE CONTROL

- Limit discussion.
- Follow parliamentary procedure.
- Direct all work through committees.

2. BE SURE OF WELL PLANNED AND EXECUTED PROJECTS

- Have planning sessions.
- Place all events and projects on Club Calendar.
- Assign each project to an officer or committee in order that it may be thoroughly planned.
- Keep in touch with Officers and Committee Chairmen.
- See that members are personally encouraged to participate.
- Give praise and recognition for a job well done.

3. HOST ORDERLY MEETINGS

- Plan all meetings in advance.
- Build agenda according to time allowed for the meeting.
- Avoid delay and confusion.
- Limit discussion.
- Work through committees.
- Keep programs moving.
- START ON TIME -- DISMISS ON TIME.

4. COMMITTEES ARE A BIG PART OF A SUCCESSFUL CLUB

- Appoint committed chairmen.
- Emphasize importance of committee work.
- Keep close check on progress of committees.
- Help other Officers.

5. THE CLUB SELECTED YOU AS THEIR LEADER...SO...LEAD!

- Set a personal example of dedication and involvement.
- Evaluate Club activities periodically.

6. KEEP 'EM INFORMED AND LET 'EM KNOW YOU APPRECIATE THEM AS MEMBERS.

- Announce when and where each meeting will take place.
- Contact absentees immediately.
- Have a good program and members will attend.
- Make business meetings as brief as possible.

