

Meeting Guidelines

Purpose

In the following outline you will find helps and tips that will assist you in putting together a great LWML meeting that will –

- Enable the members to establish goals, set timelines, and accomplish the ministry they have chosen to undertake
- Provide the members with a voice in making decisions for the organization

Preparation

An agenda — use the following as a guide:

- What needs to be discussed at this meeting?
- How much time will each topic take?
- In which order should the business be handled?
- Are printed handouts needed for any element of the meeting? Who is responsible?

*** Leader Preparation ***

Checklist

- Begin by asking God's direction through personal devotion and prayer
- Organize yourself before you arrive at the meeting by making a checklist:
 - Do I have my meeting outline?
 - Have all those involved in this meeting been contacted?
- Arrive at the meeting place at least 15 minutes before the meeting starts:
 - Check that the meeting area is set up appropriately
 - Welcome those arriving with enthusiasm and a warm smile

Meeting

- Welcome all in attendance and offer, or have someone else offer, an opening prayer, asking God's guidance and blessing on your meeting
- Preview your agenda so everyone will have the "big picture" for the meeting
- Assign someone to take notes
- Stick closely to your timeline and agenda. During the business portion, move discussion along as appropriate
- Recognize every voice and listen with interest so you might summarize comments when pertinent to the discussion as a whole
- Give praise for completed tasks and offer all glory to God!

Follow Up

- Immediately upon returning home after the meeting, evaluate the meeting, making note of changes you feel would improve the meeting next time
- Review actions taken by the group which need further implementation

Adapted from "Meetings 101"

- Delegate tasks as appropriate
- Complete and send a meeting summary to committee members, Planner Eden, and President Kim
- Make contacts between meetings to offer encouragement and inquire as to progress
- Process your evaluation by organizing your next meeting or event to reflect the changes or suggestions you developed
- Offer prayers of thanks and praise to God for this opportunity to serve and for each of the people involved in your group as they find ways to serve using their own gifts and abilities

*** Meetings That Move ***

Some strategies to make your LWML meetings flow smoothly

Encourage Participation

- Ask for questions
- Ask a few people by name if they have anything to contribute
- Ask if anyone has a different idea which has not been presented
- Give value to each contribution

Limit Participation

If there is an over-contributor, you could say ...

- “So that everyone is heard on this subject, let’s limit our comments to two per person.”
- “Your comment is very good. Thank you. Could we hear from someone else?”
- “Many here have not spoken so could we hear from some of you who have not yet spoken?”

Focus Discussion

If the discussion begins to overlap into other areas, you could say ...

- “Interesting comment. We might put it to good use at another time.”
- “Let’s briefly review what has been said.”
- “So far, we have discussed this part of the subject, now how about some of these other areas?”

Keep the Discussion Moving

If an appropriate period of time has been given to a subject, you could say ...

- “Do you feel we have spent adequate time on this? Can we move on?”
- “It is apparent there are several points of view and some questions unanswered. Shall we table this subject until we have more information? A committee or person could research for us and bring findings to the next meeting.”
- “Let’s get together after the meeting and discuss this, since just a few are involved in this item.”

Adapted from “Meetings 101”