

Committee Meetings:

Make Them Productive.

Everyone appreciates well-planned and efficiently managed committee meetings. A president or chair can improve meetings by keeping in mind the following pointers.

Before the meeting

Prepare an agenda in advance, with a starting and ending time. Be specific about topics and decisions to be made.

Make sure you have everything needed for the meeting.

During the meeting

Start on time.

Quickly review the agenda, adding items if necessary

Stay on the agenda.

Occasionally¹ summarize as the discussion progresses.

Give everyone a chance to participate.

At the end of the meeting, restate the decisions reached and the assignments made.

After the Meeting

See that minutes are sent out promptly

Follow up on assignments made and programs initiated.

¹ Alaska PTA ©2000