LEAD A MEETING

Call it what you want—a meeting, gathering, huddle, get-together, free-food time. It’s an excellent opportunity to build a collaborative team and keep things moving. Below are some ideas for leading productive meetings but figure out what works best for your group.

MEETING METHODS

Schedule brief weekly or bimonthly meetings to sustain energy and action.
Set measurable goals for and in each meeting.
Send members an agenda before the meeting and stick to it. This shows you respect their time.
Follow up meetings with an email that recaps the meeting, reiterates roles and next steps in upcoming projects, and gives a goal, date and time for the next meeting.

SAMPLE AGENDA

Student United Way of Your University
Date

- “Welcome! Eat this free food!” Review the meeting agenda. Ask for additional agenda items
- Recap the last meeting; check in on ongoing projects
- President’s update & shout-outs
- Chair/Committee reports
  - Volunteer Chair
    - Last week’s education event with Big Brothers Big Sisters
    - Next month’s event: assist with meal delivery for elderly
    - Set goal: number of meals hoping to deliver
    - Update on Collegiate Volunteer Challenge
  - PR Chair
    - Social media outreach and flyers for Collegiate Volunteer Challenge
  - Recruitment Chair
    - Update on fall membership drive
- Action items
  - Decide on date for Trash to Treasure
  - Vote on Member of the Month
- Discussion items
  - Campus controversy over dean’s “slacktivism” comments: Could we use this to show the lasting changes Student United Way is making in our community?
• Reports of snowstorm headed our way: How can we prepare the community and prepare ourselves to respond if needed?

• Next meeting: date, time, location

Check out our “Keep It Fun” downloadable for ice breaker ideas.