

A DOZEN CRITERIA FOR EFFECTIVE MEETINGS

Ideally, every organizational meeting should:

1. Have clear, legitimate, attainable objectives (--which can't be gained better by some other means).
2. Provide effective incentive for people to attend.
3. Be held in a comfortable setting, and one that enhances the status of those in attendance.
4. Start promptly--within 5 minutes of the announced time.
5. Actively involve everyone present immediately.
6. Provide some fun, entertainment, or at least moments of surprise, mystery, suspense, or humor, and camaraderie.
7. Move at a fast pace, and provide a variety of activities--or at least a varied format.
8. Provide decision-making opportunity; challenge participants to engage in creative problem solving.
9. Meet some need which individual participants feel is important to them.
10. Lead to some follow-up activity(ies) and result in personal commitment of participants to engage actively in that follow-up.
11. Accomplish the initial objective(s), and end on time, with a definite conclusion.
12. Leave participants feeling good, both about the meeting itself and about their part in it.

Before each meeting, go over this list with other chapter leaders, and try to plan how to achieve each of the goals above. After each meeting, review the list, identify those goals that were achieved, and those that weren't – and then analyze why not, and how they could have been realized.