

2014-2015 Webinars

Effective Club Meetings

Participant Workbook



Lions Clubs International

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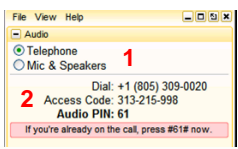
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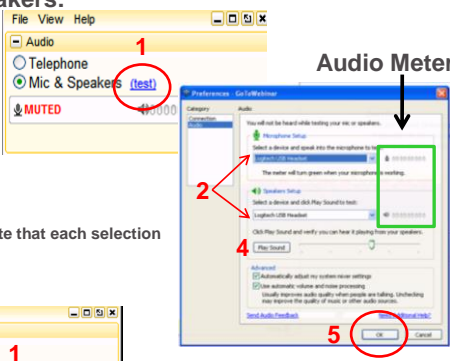
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This webinar is being recorded.

The recording, PowerPoint presentation, and workbook will be shared.



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Webinar Background

Running effective and efficient meetings is critical to club productivity and member satisfaction, and an indispensable pillar of good leadership. In this webinar we will discuss the components of effective meeting management which include meeting preparation, managing discussions and decisions, post-meeting evaluation and post-meeting follow up. In addition we will review the available LCI resources for improving meeting management skills.

Agenda

1. Meeting preparation
2. Managing discussion & decisions
3. Evaluating each meeting
4. Following-up after each meeting
5. Resources

Objectives

1. Describe importance of preparation
2. Recognize discussion facilitation skills
3. List benefits of evaluating each meeting
4. Describe benefits of follow-up
5. Recognize meeting improvement resources

1. MEETING PREPARATION

- Facilities

- Advance notice

- Agenda

- Information

- Attendance sign-in sheet

- Introduction information for guests

- Recognition

Discussion: Problems due to lack of preparation?

Meeting Preparation Checklist

Step	Notes		Complete (✓)
1. Determine meeting goals and desired outcomes			
2. Determine actions to meet outcomes			
3. List agenda items & responsibilities	Agenda item	Person responsible	
4. List invited guests			
5. Set timeframe	Date confirmed: Start time:	End time:	
6. Finalize logistics (as needed)	Location and room: Materials: Equipment: Food and beverage:		
7. Create agenda	(See sample agenda)		
8. Communicate with members and speakers	Agenda and supporting materials sent? Speakers prepared?		
9. Set up room	Check seating: Put out materials: Check equipment functioning: Check lighting, heating/air-conditioning, etc.		
10. Prepare yourself	(This final step is the MOST important! Even if other things go wrong, your meeting will be successful if YOU are prepared!) Organize materials Sequence speaking notes Think positive thoughts		

Sample Meeting Agenda

Item	Details	Approximate time
Call to order by president		7:00 pm
Introduction of guests	Past District Governor Lee Mayor Armstrong Lion XXX from ... Mrs. Pierce from local high school	7:05 pm
Reading and approval of minutes of previous meeting		7:10 pm
Program	Guest Speaker: Mrs. Pierce discussing possibility of Leo club at local school and describing existing service projects of students	7:15 pm
Old or unfinished business	Continue discussion of project for elderly Report on results of fund raiser Report on activities of membership committee	7:30 pm
New business	Discussion of potential Leo club Other	7:50 pm
Recognition	Recognize efforts of fund raiser chairperson and committee	8:25 pm
Adjournment	Announcement of next meeting time/place	8:30 pm

2. FACILITATE MEETING DISCUSSION AND DECISIONS

- Use standard meeting procedures, such as Roberts Rules of Order
- Clearly state a motion or a decision that is to be voted on or approved
- Keep discussion on topic
- If time is not adequate, table anything that can be handled at another time
- Allow all points of view to be expressed, but keep the discussion focused on the proposal

Use club board meetings for business decisions --- Why?

Use these discussion facilitation skills:

- Active listening
- Encourage participation in the group
- Tact & diplomacy
- Manage participant behavior

Discussion: Share success stories of positive meeting management:

3. EVALUATE AFTER EACH MEETING: ASK YOURSELF:

- Did the meeting go as you expected?
- How could you have improved your management of the meeting?
- Did you have good member attendance?
- Did you start and end the meeting on time?
- Did you cover all items on the agenda?
- Were guests and potential members introduced and greeted warmly?
- Did most of the club members participate in the meeting?
- Was discussion and decisions that were made understood by all members?

4. FOLLOW-UP

- Proposed new idea or project – need more information
- A committee did not complete their report on time
- Program presentation included a request for funding – to be discussed at next meeting
- Due to lack of time, a decision was tabled

Discuss: What happens if there is no follow-up between meetings?

Meeting Follow Up Worksheet

Project	Action Required	Person(s) Responsible	Date Required	Contacted (✓)

6. RESOURCES:

[How Are Your Ratings? \(survey & administrative guide\) ME 15, ME 15b](#)

[Club Excellence Process](#)

[Member Satisfaction Guide ME-301](#)

[Lions Learning Center Meeting Management online course](#)

NOTES



Leadership Division
Leadership@lionsclubs.org