

TIPS FOR A SUCCESSFUL CHAPTER MEETING

BEFORE THE MEETING

- Ensure the agenda is made by the conclusion of the Prudential Board meeting. Every officer should have a report during the chapter meeting that differs from their last report.
- Be sure all needed materials are ready (including A/V).
- Ensure the location has adequate seating for the membership. If the location is small or seating is inadequate, members will become restless and annoyed.

DURING THE MEETING

- Call the meeting to order at the stated start time to be respectful of people's time.
- Keep the chapter on subject while allowing productive conversations to occur.
- If voting on proposals and/or motions, utilize a flipchart/projector/whiteboard so that everyone can see.
- The meeting should be dismissed at the announced time, generally at the 45-60 minute mark.

AFTER THE MEETING

- The Vice President of Communications should post the meeting minutes within 24-48 hours so that members that were not present can read them and prioritize upcoming events.
- Evaluate if you made decisions or took actions to move the chapter forward. If not, evaluate how you are spending time in the chapter meeting. Members should feel that the chapter meeting is a good use of their time.
- Follow up in the next Prudential Board meeting to ensure action items decided in the chapter meeting occurred.