



Running An Effective NJLA Committee/Section/Roundtable Meeting

An Effective NJLA Meeting...

- ✓ Welcomes and values members
- ✓ Achieves the objectives of the meeting
- ✓ Uses a minimum amount of time
- ✓ Supports the goals of NJLA
- ✓ Develops leaders at all levels

Look at Meetings As a Process		
<p>Before:</p> <ul style="list-style-type: none"> • What outcome do you want? • When/where can it be held? (check NJLA calendar) • Send “hold this date” email • Build an agenda, ask for input • Who else needs to be notified? • Any pre-meeting preparation for members? • If utilizing, request an online meeting 	<p>During:</p> <p>Participants know</p> <ul style="list-style-type: none"> - why they’re meeting - how to participate <p>Next steps:</p> <p>WHO – does WHAT – by WHEN</p>	<p>After:</p> <ul style="list-style-type: none"> • Who needs to be notified? • Who actually did what by when and how do you know?

Setting the Agenda	
<p>An agenda is a roadmap for your meeting. Think about Outcome (where), Content (what) and Process (how)</p>	
<p>Successful agendas include:</p>	
<ul style="list-style-type: none"> • Purpose of meeting 	<ul style="list-style-type: none"> • Proposed outcomes of the meeting
<ul style="list-style-type: none"> • Who should attend 	<ul style="list-style-type: none"> • Date (check NJLA online calendar to avoid conflicts)
<ul style="list-style-type: none"> • Start & end times 	<ul style="list-style-type: none"> • Location
<ul style="list-style-type: none"> • How participants can prepare beforehand 	<ul style="list-style-type: none"> • Items to discuss/decide – timeframes for each item, who is responsible
<ul style="list-style-type: none"> • Include time to determine next steps – what follow-up is needed from this meeting, who does what by when 	<ul style="list-style-type: none"> • Contact person
<p>Successful agendas are distributed before the meeting.</p>	

Meeting Checklist			
Group			
Purpose of meeting			
Outcome/results			
Who should attend			
Who should be notified			
Date			
Start Time		Coffee	End
Location			
Room setup	<input type="checkbox"/> Equipment needed?	<input type="checkbox"/> Refreshments served?	

Meeting Agenda			
Time	What	Who	Follow-Up

Meeting Evaluation	
How did we do?	How could we improve?
Were the members satisfied?	Did you use time effectively?
Did you achieve the meeting's objectives?	Did the meeting support NJLA's goals/needs?
<p>Tip: You can reformat your agenda into meeting minutes. Post minutes to your page on NJLAMembers.org</p>	

Roles in Meetings

<p style="text-align: center;">LEADER/CHAIR</p> <ul style="list-style-type: none"> • Calls the meeting • If utilizing, requests an online meeting • Develops the agenda • Sets the tone • Opens meetings/reviews agenda • Closes meeting • Manages meeting follow-up 	<p style="text-align: center;">FACILITATOR</p> <ul style="list-style-type: none"> • Helps the group focus • Helps group stay on track • Encourages participation • Remains neutral
<p style="text-align: center;">RECORDER</p> <ul style="list-style-type: none"> • Records key ideas/phrases • Supports the facilitator • Asks for group's help for accuracy • Does a 1-page summary of meeting with key ideas, decisions, and follow-up • Consider rotating this task 	<p style="text-align: center;">PARTICIPANT</p> <ul style="list-style-type: none"> • Prepares for meetings • Contributes ideas • Listens • Stays open & positive • Supports the meeting process
<p>TIMEKEEPER</p> <ul style="list-style-type: none"> • Helps group keep to timeframes on agenda • Participates in meeting 	

Getting Participation

<p>Brainstorming</p> <ul style="list-style-type: none"> - Free for all - Non-evaluative - Record as many ideas as possible, narrow later 	<p>Nominal Group Process</p> <ul style="list-style-type: none"> - Ask participants to quietly think and jot answer(s) down - Go around the room and record one idea from each person - Keep going until all new ideas are recorded
<p>Getting Commitment to Follow-up</p> <ul style="list-style-type: none"> - Break tasks into manageable chunks - Consider having people work in teams on a task - When looking for a commitment to do something, ask "Who will..." - Stay in contact with each other between meetings 	

Effective Meeting Supplies	
✓ Name Tents	✓ Laptop/tablet
✓ Handouts (paper or digital)	✓ Power/extension cords
✓ Flip charts	✓ Appropriate cables for device (HDMI, USB)
✓ Markers	✓ Wi-Fi connection

After the Meeting	
Meeting Summary	Checking on Follow-Up
<ul style="list-style-type: none"> - Be brief (1-2 pages, maximum) - Key decisions and follow-up (who will do what by when) - Aim for sending ASAP after the meeting - Post minutes to njlamembers.org 	<ul style="list-style-type: none"> - Build in a process for follow-up during the meeting - Stay in contact with members between meetings

Resources

Books

Doyle, Michael and David Straus. *How To Make Meetings Work*. 1993, ISBN: 0425138704

Websites

www.interactionassociates.com

www.blueavocado.org