

Meeting Tips for the Member

Before the Meeting

1. Know the purpose of the meeting so you can determine how you can contribute to the meeting's success.
2. Review the agenda carefully. It will acquaint you with the specific issues to be discussed.
3. Ask questions before the meeting about anything you do not understand. Questions show your concern for the success of the meeting.
4. Research any available background information before the meeting so you can be a more valuable meeting member.

During the Meeting

1. Support the group's efforts.
2. Get involved in discussions. Speak when you have something worthwhile to say (but keep your remarks to the point and as brief as possible).
3. Encourage others to stick to the issue.
4. Be creative.
5. Express your feelings. Let others know how you feel about their ideas. Be careful that your remarks do not become a personal attack.
6. Share your thoughts. Holding back when you have an idea robs the group of your knowledge. It also prevents you from further developing your idea.
7. Take notes. Brief, accurate notes can be helpful during and after a meeting.
8. Take a positive approach. Keep an open mind. When an organization member shares an idea, look for the value in that idea.

Practice Good Meeting Manners

1. Arrive on time. Latecomers may delay the meeting, create confusion, or break the flow of business.
2. Avoid unnecessary interruptions. In most cases, phone calls and messages can wait until the meeting is over. Turn off your cell phone or at least turn off the ringer.
3. Observe specified time limits. This will allow others a chance to speak and helps ensure that all issues on the agenda are covered.
4. Refrain from distractions. This includes whispering to your neighbor, doodling, shuffling papers, etc.
5. Stay until the end. Important follow-up plans are often made during the final minutes of a meeting.

