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Introduction

Most student clubs have meetings, but rarely do all of the members attend. One of the largest reasons for this is the lack effectiveness. Meetings

- 7. Keep conversation focused on the topic. Feel free to ask for only constructive and non- repetitive comments
- 8. Keep minutes of the meeting for future reference in case a question or problem arises
- 9. Admit mistakes
- 10. Summarize agreements reached and end the meeting on a unifying or positive note
- 11. Set a date, time and place for the next meeting

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- Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made
- Follow-up and see that all members understand and carry-out their responsibilities
- · Give recognition and appreciation to