

# 10 Tips for Effective & Efficient Meetings

*making the most of your Landcare meetings*

Meetings are an essential activity for Landcare groups. Here are 10 tips for running your meetings for increased effect and efficiency!

## 1. A GOOD AGENDA

A good agenda is written, sets out start / finish time and also includes all the points to be discussed. Allocating a time limit to each point is important to ensure items do not drag on and your volunteers are not burdened with long meetings. Circulate the agenda at least a week prior to the meeting along with previous minutes and any background reading.

## 2. PUNCTUAL START

Start your meeting on time. Don't feel compelled to wait for stragglers, it isn't fair to those who have arrived on time.

## 3. VISUAL AIDS

Consider visual aids such as photos, graphs / diagrams to maintain interest and keep your meeting on track.

## 4. BE PREPARED

Ensure necessary reporting, information and any special guests / speakers are available.

## 5. DO YOU NEED A MEETING?

Just because you always meet at this time doesn't mean you actually *need* a meeting. A quick phone call around your committee members can save a trip to the office and a couple of hours in a meeting.

## 6. OPPORTUNITY TO CONTRIBUTE

Politely interrupt a dominant

personality and ask the quiet attendees' questions, to ensure you really are hearing from *all* of those present.

## 7. CONFLICT MANAGEMENT

Occupy those prone to disruption with a task, such as taking the minutes. If conflict arises, try not to be drawn into arguments. If an issue is bubbling, encourage members to voice their concerns and not bottle them up. If the meeting descends into insults or power-plays, call the meeting to order, take a short break, or move on to another item on the agenda.

## 8. PROMPT MINUTES

Ensure that whoever is taking the minutes is able to circulate them as soon as possible. Email the minutes and actions required to people while the meeting is still fresh in their minds.

## 9. THE RIGHT VENUE

Consider your venue, including room layout. If you are aiming for more discussion or new ideas, think about hosting your meeting in a less formal venue, such as a park, Landcare site or cafe. The less formal environment allows attendees to relate in a more relaxed manner.

## 10. COMMUNICATE OUTCOMES

Make sure your members are informed of what is decided in your meetings. Sharing outcomes through your newsletter, Facebook page or an emailed summary ensures your members feel included.

