

My First.....

CLUB MEETING

It is a good idea to arrange an initial meeting to get your club up and running. Meetings are the most simple and effective method of reaching agreed decisions about your club. If your meetings involve the necessary people and run smoothly then you'll be able to achieve good results.

Checklist

- Make sure that everyone involved understands the reason for the meeting
- Ensure everyone is notified of the time, date and venue well in advance – it is also advised to remind people the day before
- Check that the time and date is most suitable available to fit in with people's prior commitments (work, children etc)
- Make sure that the agenda has been forwarded to everyone in advance of the meeting
- Ensure that any tasks that have been undertaken for the meeting have been assigned and completed in time
- Keep to the agenda for the meeting and clarify that all present fully understand agreed action points before closing meeting
- Important that the chairperson ensures the group keep to the agenda and do not go offline
- The meeting should have a time limit e.g. one hour maximum
- Most importantly, thank all in attendance for giving their time for the club and for the meeting

A club meeting is a great time to get people enthused. There are many other types of meetings that your club will need to have as it grows and develops but this initial meeting can set the standards for how your club wished to continue.