

10 Minute Supervisor Trainings



April 2020

CONDUCTING EFFECTIVE MEETINGS

Running an effective meeting is crucial to the function of any organization. It presents an opportunity to organize, share information, collaborate and tackle objectives efficiently. Being prepared, taking leadership when needed, and delegating effectively are important elements of effective meetings.

All members should be prepared:

- Agenda on hand and a sense of key points and a grasp on the outcomes that need to be reinforced before the meeting ends.
- Review minutes from the last meeting.
- Having a copy of the budget and other information related to agenda.
- Encourage all members to show up on time.
- Send out reminders to all members to ensure that a quorum will be present.
- Have extra copies or mail copies ahead of time according to board preference.

An agenda should, at minimum: review old business that has not been completed, delegate presentation duties, address new business and set the time devoted to each agenda item. Be sure to ask for suggestions and accept agenda suggestions up to two days before the meeting.

Video Conferencing – With the world of social media there are many different free ways to do this. Some examples are Face Time, Skype, Zoom, Google Hangout etc. Do some research ahead of time to ensure that all members can access or can gather together and be part of the video conference. These are considered special meetings and should be advertised as such at least 24 hours ahead of time. FYI: Calling in is not an acceptable form of attending a public meeting and any members doing such cannot be counted toward the quorum or legally vote on agenda items. All districts should be accommodating and try to make each meeting as accessible as possible.

- Be A LEADER. It is the Chair's responsibility to conduct the meeting. This means taking steps to ensure all agenda business is resolved and all voices are heard. monitor progress of projects, encourage participation, delegate workload, re-focus discussion if you are getting off task, encourage committees to work out details and give each member an opportunity to openly discuss topics.
- Use Roberts Rules of Order to help stay on task and to provide a fair and accurate presentation of the meeting. This requires a quorum to be present and a vote to be taken on important matters with majority to pass.
 - Do roll call. Doing roll call ensures that you know who is not in the meeting so they can be approached later and filled in. It also demonstrates that you are serious about the information in the meeting.
 - Supervisors should: State opinions clearly, be willing to listen to all views of a matter, clearly vote on matters presented and follow up on any matters not resolved within the meeting.
 - Stay on time - Set time frames and manage the meeting by the clock. As part of your agenda, include how long the meeting will last as well as indicators for how long individuals speakers will talk, and how long there will be general discussion.
 - Be realistic. Don't try to cram 30 minutes worth of discussion into 15 minutes. Instead, over schedule time for topics and if it can't be accomplished delegate members to work out details and report back.
- o This gives participants a sense of timing when they contribute and can reducing rambling or extraneous discussion points.
 - o After each agenda item and its corresponding discussion, briefly summarize outcomes per the group discussion, ask for questions and move on.
 - o No good and productive meeting should last beyond two hours. The average person has an attention span of 20minutes - longer in the morning and shorter in the evening. Conversation going in circles? Do you see people nodding off? Are there several side conversations going? You are losing your crowd and time to wrap it up.
- Be Transparent. Be honest, accurate and provide information needed. Never be afraid to say "I don't have the answer at this point but we will find it".
- Summarize the meeting – recall responsibilities – offer assistance – don't expect the secretary to do it all! Confirm an action plan. The ending summary confirms what must be done after the meeting and who is responsible for those tasks. It also presents a plan for going forward that impacts all meeting members.

**ALL meetings should be conducting in accordance
with Kentucky's Open Meetings Act!**