LA CROSSE DIOCESAN COUNCIL OF CATHOLIC WOMEN BOARD OF DIRECTOR’S MEETING AUGUST 08, 2015 MONICA M GORNICKE PARLIAMENTIAN REPORT

YOUR MEETING IS IMPORTANT ARE YOU ORGANIZED FOR IT?

Before your meeting:

1. Make sure your meeting is really necessary.
2. Clarify your meeting’s goal and process.
3. Involve your members.
4. Provide an agenda in advance.
5. Sound out key participants in advance.
6. Prepare yourself for the discussions and the decisions to be made.

During the meeting:

1. State the meeting’s purpose and objective for that day.
2. Each person should have a say if they wish.
3. Gain closure on each item and or issue.
4. End the meeting with an action and communication plan.

After the meeting:

1. Provide resources as discussed in the meeting.
2. Act on the decisions that were discussed, supported, and chosen.