

How To Run An *Effective Meeting*



- Have a purpose for the meeting (know your committee's mission)
- Have an Agenda and stick to it
- Don't try to solve every problem during a meeting
- Delegate tasks and actions
- Start on time
- End on time
- Remember K.I.S.S. ("Keep it simple, Silly.")
- Remember I.R.A. ("Information Reduces Anxiety")
- Maintain a positive atmosphere (don't "preach to the choir")