

Folsom Garden Club

Managing A Committee Meeting

Here are some helpful techniques for managing a meeting so that you can accomplish what you set out to do in an efficient and timely manner:

- Know what your responsibility and authority is in the meeting. Be sure that you have the **authority** to make decisions about the issues being discussed at the meeting. Foresee what is likely to happen in the meeting and prepare for it.
- Make sure you are doing what a leader is supposed to do. You should know the agenda items as well as what decisions and action plans are going to be proposed. You should be **impartial** but have the facts surrounding any proposed action plans.
- The leader should allow debate on the agenda items but make sure that discussion sticks to the agenda and doesn't wander and waste time on irrelevant issues. The leader should follow the agenda and keep the meeting moving.
- Use committees. Delegate responsibility and work to smaller groups. If you are the chair of a committee, break up the work among the members. A wise meeting manager uses committees to get a lot of work accomplished for the organization.
- Allot a reasonable amount of time to accomplish the meeting's objectives and stick to the schedule.
- Have someone take minutes or notes on what the committee or group decides to do and distribute to committee members. The chairman should keep a list of assignments and target dates for action. In recurring meetings, discuss issues from previous meetings and give progress reports.
- Before ending the meeting, have the recorder summarize plans that were agreed upon as well as target dates. End the meeting on time.

These guidelines were taken from "*Webster's New World Robert's Rules of Order Simplified and Applied*", 2nd Edition, Pages 238-39.