

10 TIPS FOR EFFECTIVE & EFFICIENT MEETINGS

MAKING THE MOST OF YOUR LANDCARE MEETINGS

Meetings are an essential activity for Landcare groups. Here are 10 tips for running your meetings for increased effect and efficiency!

1. A GOOD AGENDA

A good agenda is written, sets out start / finish time and also includes all the points to be discussed.

Allocating a time limit to each point is important to ensure items do not drag on and your volunteers are not burdened with long meetings.

Circulate the agenda at least a week prior to the meeting along with previous minutes and any background reading. Please refer to the **Agenda Template** for more information.

2. KEEP TO TIME

Start your meeting on time. Don't feel compelled to wait for stragglers, it isn't fair to those who have arrived on time. Have a timekeeper for each agenda item to ensure all agenda items are covered in the allocated timeframe and the meeting does not go overtime.

3. VISUAL AIDS

Consider visual aids such as photos, graphs / diagrams to maintain interest and keep your meeting on track. For online meetings, consider "sharing your screen" so others can view your slides or other visual aids.

4. PROTOCOLS AND PREPARATION

- Consider incorporating cultural protocols such as an Aboriginal Acknowledgement of Country – see **Welcome & Acknowledgement of Country Factsheet for more information.**
- Ensure necessary reporting, information and any special guests / speakers are available.

For online meetings:

- Ensure the link for the meeting is sent to all participants
- Make sure it includes options for both telephone and video conferencing
- Ensure that members are familiar with other features of your digital meeting platform e.g. the hands-up feature, mute, Internal Messaging (IM), etc.
- Encourage participants to mute their audio unless speaking, in order to avoid distracting background noises throughout the call.



10 TIPS FOR EFFECTIVE & EFFICIENT MEETINGS

MAKING THE MOST OF YOUR LANDCARE MEETINGS CONT.

5. DO YOU NEED A MEETING?

Just because you always meet at this time doesn't mean you actually need a meeting. A quick phone call to your committee members can save a trip to the office and a couple of hours in a meeting.

6. OPPORTUNITY TO CONTRIBUTE

Politely interrupt a dominant personality and ask the quiet attendees questions to ensure you really are hearing from all of those present. If time permits, have a 'meeting evaluation' as the last agenda item where all attendees can say in how they felt the meeting went. Keep it to one minute for each attendee.

7. CONFLICT MANAGEMENT

Occupy those prone to disruption with a task, such as taking the minutes. If conflict arises, try not to be drawn into arguments.

If an issue is bubbling, encourage members to voice their concerns and not bottle them up.

If the meeting descends into insults or power-plays, call the meeting to order, take a short break, or move on to another item on the agenda.

8. PROMPT MINUTES

Ensure that whoever is taking the minutes is able to circulate them as soon as possible.

Email the minutes and actions required to people while the meeting is still fresh in their minds. Please refer to the Minutes Template for more information.

9. THE RIGHT VENUE

Consider your venue, including room layout. If you are aiming for more discussion or new ideas, think about hosting your meeting in a less formal venue, such as a park, Landcare site or cafe. The less formal environment allows attendees to relate in a more relaxed manner.

10. COMMUNICATE OUTCOMES

Make sure your members are informed of what is decided in your meetings. Sharing outcomes through your newsletter, Facebook page or an emailed summary ensures your members feel included.

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of July 2020. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information the user's independent advisor.



Landcare
New South Wales