

Club Information Sheet 2 - Making Meetings more Interesting

Meetings are the time for members to gather and discuss ideas as well as enjoy the fun and friendship which Lionesses are known for- here are some ideas to help you make meetings more interesting.

If you can think of some more please contact the MD Chairman and let her know.

- **Seating Arrangements** – Make sure everyone can see and hear the President & Secretary and that you can see/hear them. A long narrow table makes it difficult to keep control of what's happening so try and get people sat in a square (with or without tables) – don't have people with their backs to one another.
- **SWOT Analysis** - Identify Strengths, Weaknesses, Opportunities and Threats within the Club. Carry out personality profiling of individual members. Ask them what they want to get out of being a member – 'What makes them tick?'
- **Structured Agenda** – There is no right or wrong agenda [one is suggested in the secretary's information]. Adapt it to suit your own Club but agree at the beginning of the year what comes under what headings and stick to it.
- **Keep order throughout** – don't allow members to have their own mini meetings going on as it makes it difficult for people to keep track of what's happening.
- **Keep to time** - Set time limits and adhere to them
- **Keep things moving** – Don't read every letter word for word – summarise the content, allow short discussion if required, then make sure a decision is taken if required.
- **Encourage everyone to participate** – Respect older, long standing member's views but don't let them discourage new ideas and make sure that every member who attends is involved in the discussions.
- **Speakers** – You could invite an interesting speaker to a meeting, e.g. They could be associated with a charity that you are thinking of supporting so that the members can make an informed decision, they could be associated with an interest of a member and many others.....
- **Absentees** – If a member misses a meeting, make sure you ring them and let them know what has happened – decisions, dates, when do you see them next?
- **Committees** – Set up committees so you don't waste time going through everything at every meeting (committees can be for an individual event /project or for specific areas of work e.g. Fundraising, Welfare, Social etc)
- **Thank you's** – Remember to thank members for what they have done – 'Thank you' goes a long way!
- **Send invitations-** to current and potential members noting the activities that will be taking place.
- **Refreshments** - Discuss whether you wish to have some refreshments e.g. some clubs break for tea / coffee half way through the meeting., some start with a drink, some have sandwiches half time or at the end of the meeting and
- **Keep it light-** An idea from one club is to finish the meeting with one club member reading a poem often amusing