



RUNNING A MEETING

PRE-MEETING

The President/Vice President, Secretary and Chaplain plan out the agenda for the meeting. This could be displayed on a screen in the meeting.

INFO FOR SECRETARY

The Secretary needs the minutes from last time, so that they can go over the actions from last meeting. They also need the agenda for this meeting and a fresh 'minutes' form to take notes

STEP 1

President welcomes everyone and asks one of the students to lead the group in prayer. The President, or a Vice-President leads a discussion on 'Success stories' and 'Challenges'.

STEP 2

The Secretary is invited to go through the actions from the previous meeting.

The Secretary reads out each action and who was going to do it, giving each person time to talk about what they have done. The Secretary keeps notes of what is said.

STEP 3

The President thanks the Secretary and then leads the group through the rest of the meeting, going down each agenda point one at a time. The Secretary takes notes of what is discussed and what actions people agree to.

STEP 4

At the end of the meeting, the President goes round each person present to see if they have 'any other business' (anything else they want to discuss) before asking who wants to say the opening and closing prayer next time and asking someone to finish with a prayer today.