



How to Run a Successful Reach Leadership Club Meeting

Adapted from: <https://www.theclassroom.com/how-to-run-a-club-meeting-13663494.html>

1) Prepare in advance. Always have an agenda and specific goals. Print or distribute copies for club members.

2) Review information from the previous meeting, current projects, and provide a quick overview of topics on the agenda.

Be sure that someone is taking notes (eg: a board member) so that members who could not attend can stay up to date

Platforms such as Google Classroom can help easily distribute meeting notes

3) Stay on task! Follow the meeting agenda, provide room for member's input and save time at the end for any additional ideas or concerns

4) Provide a warm environment that encourages participation- don't shut anyone's idea down!

5) Be prepared for questions and answers

6) Provide ways for members to reach out and contact you after the meeting ends. Provide opportunities for them to speak with you to raise any concerns or share ideas