



# How to run a meeting/agenda/helpful hints and tools

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A great meeting can be the gateway to an engaged and active Broadband. Use these guidelines to help you plan, prepare, and facilitate your teams in a meeting that is fun and valuable.

## **MEETING PREPARATION:**

### **Planning is Key**

Give yourself enough time to plan ahead. Identify the tasks that need to get done to best prepare you for a fun, engaging, and well attended meeting and begin listing these things into a list to help you along the way. edit

### **Purpose:**

What is the main reason you are hosting this meeting? Identify the main focus areas you'd like to cover and why this meeting is valuable to your Broadband. This will help you stay on track as you draft your agenda and begin to invite your Broads and any potential guests.

### **Agenda setting:**

This is an essential step that will help you feel prepared, confident, and ready to go. Agendas should be organized, flow well and don't forget fun! They should cover your main goals and the outcomes you'd like to see from the meeting. You can add a theme or a topic to your agenda and support this with activities and discussions. Don't forget to add FUN and interactive items to your meeting.

### **Connections and Partnerships:**

Contact any presenters or key players you'd like at the meeting by phone and email. This way you assure you've made personal contact with each person and can answer any questions he/she may have. This allows you to also share your goals for their presentation and assure you all are on the same page.

### **Logistics:**

Have you confirmed a location that's an appropriate size for your group or anticipated showing? Is it free or affordable and easy to find by the community? Be sure to confirm the location, time, date, and contacts for your meeting and begin the invitation process.

## **HOSTING A MEETING:**

### **Preparation**

It is always good to arrive early to your meeting. This will help you organize and feel relaxed. Use this time to arrange the space/chairs/tables anyway you sit most fit (circles are always good and encourage participation). Set up your sign-in table or name tags, technology, flyers for meeting on the doors or hallway, snack prep, and take a deep breath.



### **Go over agenda**

Go over the agenda with the group and ask if there are any addendums. This allows everyone to become acquainted with the theme, focus areas, and objectives. Anyone can ask to add an update or share an exciting tid-bit which gives your members ownership.

### **Assign roles**

This is a very engaging and empowering way to involve your Broadband members. Tasks and roles help you delegate responsibilities, but also provides a space for others to share in the process. If your leadership team is co-facilitating, perhaps other roles to be filled are Greeter, Note Taker (maybe one in front of the group on a big piece of paper for an activity and the other typing them to send out later), Time Keeper, Space Sharer, Rooter, Evaluator, and Tech Rep. See below for a description of these and add your own creative positions as you come up with them.

Be sure to share and swap these roles around. A note taker one week may be the time keeper the next. Ask for volunteers and encourage participation and shared responsibilities. People love this and really respond in a positive way.

### **MEETING PARTICIPANTS ROLE SUGGESTIONS:**

**FACILITATOR:** Uses the agenda as a guide to frame the meeting and discussions throughout the meeting

**GREETER:** Welcomes everyone as they come in the room and provides them with an agenda, name tag, or makes sure they sign in

**NOTE TAKER:** You may want to have two people- one that takes notes in front of the room during a brainstorm or activity and the other, on his/her computer that can be sent out to team (use agenda to fill in notes for an easy and consistent way to document your meetings).

**TIME KEEPER:** Keeps facilitator, presenter, and group discussions on task. Follow the agenda and work with times allocated to maintain your meeting's flow and helps to keep the group focused and on track

**SPACE SHARER:** It is amazing what a creative group can come up with, and how limited it can be if one person dominates the conversation. The space sharer can help by making sure all voices are heard in the room and perhaps keep the shared discussion flowing. "Hey, Candy, we haven't heard from you yet today. Did you have any thoughts on this?"

**ROOTER:** Opens the meeting with a quote or a reading, shares something meaningful that opens the space and welcomes the start of the meeting

**TECH REP:** Works with computers, gets presentations set up, does the lights, etc.

**EVALUATOR:** Leads the evaluation at the end of the meeting- How did the meeting go? What was a highlight? What could have been added or taken out? What can be improved next time?



**AGENDA TEMPLATE**

# **(YOUR BROADBAND) MONTHLY MEETING AGENDA**

**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**IN ATTENDANCE:**

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**MEETING PURPOSE:** What is the main purpose, focus area, and outcomes you hope to discuss and achieve for this gathering?

**REVIEW FROM LAST MEETING/UPDATES:** (Broadband leaders and members are welcome to share here- perhaps people have exciting updates to share or a member wants to recap what you all discussed the month before.)

**ICEBREAKER, THOUGHTFUL READ, WARM UP OR GETTING TO KNOW YOU ACTIVITY:** (You may have new members. It's always a good idea to celebrate and welcome them. Then, how do you get your members talking, comfortable, and energized before you get into the meat of the meeting?)

**ISSUES AND MAIN FOCUS:** (This is the time you really get into the main focus of your meeting- perhaps you are doing your planning for the year or working on a specific movement/action. Discuss , share, and plan here.)

**TASKS AND NEXT STEPS:** (This part of the agenda may not have anything bullet pointed or filled in. It may be blank until your team can fill in what you had discussed and what is needed to move your team forward.)

**EVALUATION:** (This is so important and often left out or dismissed if you run out of time. **MAKE TIME** for this. It is really valuable to ask your members for their feedback. What went well? What did they enjoy and where was there room for improvement? What needs to be addressed differently next time?)

**NEXT MEETING TIME, DATE, AND PROPOSED FOCUS AREA:** (Before people leave, decide when and where to meet next and try to think about the focus area together as a team.)

