




How To Make Your Meetings MOVE!

Presented by Diana Oran & Alice Wang



← My members sit through the weekly meetings, but they often look bored and leave as soon as the meeting is adjourned, how can I make my meetings more interactive and effective?

🔑 *There are **6 simple keys** to improve the atmosphere and excitement level at your meetings, so listen up!*



KEY #1: Get your members **INVOLVED!**

- ↪ Have a different member lead the pledge each meeting!
 - ↪ **Know the Pledge!**
 - ↪ Have the **person introduce themselves** and call the meeting to order.
 - ↪ Allows people to **familiarize with each other**
- ↪ At the end of a meeting, call on members to make sure information was processed!
 - ↪ **Reward** attentive member who can repeat dates

KEY #2: Make sure to RECOGNIZE those who SHINE!



- **Provide encouragement and recognition** for members!
 - Establish **member of the week/month**
- But, you may ask, how will you choose your weekly/monthly winner?

KEY #2: Make sure to **RECOGNIZE** those who **SHINE!**

- ↪ Having a **point system** may help! Take track of "[Insert Divisional Mascot here] Credits" For example, you may award credits in this fashion:
 - ↪ One credit for attending a weekly general meeting.
 - ↪ One credit for every \$5 raised by the member for any charity/service project.
 - ↪ Two credits for attending a Key Club event and one extra point for wearing their divisional Key Club t-shirt to the event!
 - ↪ Two credits for writing an article with 150+ words about a Key Club event they went to.

KEY #2: Make sure to **RECOGNIZE** those who **SHINE!**

➔ What about **PRIZES?**!

- ➔ Using the CNH Key Club Member of the Month award provided for you on the CNH Cyberkey, you can make the outstanding member an **award certificate!**
 - ➔ Include a small gift (food, club shirt) with the award!
 - ➔ Prize may also be an object to carry around to show their dedication to Key Club (Oversized Key, Mascot Replica); also becomes a **Key Club tradition**
- ➔ Provide a **positive atmosphere**
 - ➔ Get people pumped up for award announcements!
 - ➔ Drum Roll!

KEY #2: Make sure to **RECOGNIZE** those who **SHINE!**

- ↪ Recognizing members does not necessarily have to be a credit system. A Key Clubber could be chosen because of their **spirit** and their **dedication to serve** at a particular event.
- ↪ The point of having Members of the Week/Month is to **recognize hard work and dedication!**

KEY #3: Have Presenter **VARIABILITY!**

- ☞ Incorporate **other board members or general members** into the meeting!
- ☞ Encourage members to *stand up and speak* about an event that just passed!
- ☞ Have a board member announce some of the events on the agenda!
- ☞ Send agenda to board members prior to meetings

KEY #4: Break the ICE

☞ Here are some great ice-breakers that can be done during a general meeting! Short and sweet, these do the trick!

☞ **Lap Game!**

☞ *Have the President or the Board Members call out things like "Move 2 seats to the right if you're wearing red!" or "Move 5 seats to the back if you're a 10th grader!" Those who fit the qualifications move, and those who don't, stay put! People will end up on each others laps, and while it may be slightly awkward, it definitely breaks the ice!*



KEY #4: Break the ICE

☞ Another Example:



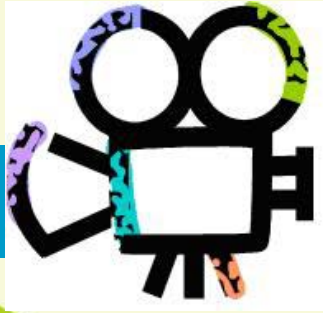
☞ Photo Booth:

- ☞ *This icebreaker is a great one for the beginning of the year.*
- ☞ *Have board members hold hats/bags with slips of paper in them saying "angry," "silly," "scandalous," etc.*
- ☞ *Have board members walk around talking pictures of each member using the expression they had chosen.*
- ☞ *Have photos developed and put on display with the member's name under each photo.*



KEY #5: Work your VISUALS!

- ☛ **Powerpoints** give the **visual learners** something to look at while you give your presentations.
- ☛ Through powerpoints, you **can expand on topics that may not fit on agendas in detail.**
 - ☛ Upload powerpoints onto club websites to provide easy access of information for members.
 - ☛ Powerpoints also allow for the incorporation of videos, advertisements, etc.
 - ☛ Do not overload PowerPoint's with too much detail and be creative with them! (Add color/ background/graphics.)



Video Advertisement



We will be collecting
items in Mrs.
Yoshiyama's room, 134,
so bring in your
electronics today!

KEY #5: Work your VISUALS!

- In addition to Powerpoints, **provide agendas** for members as a reminder they can carry with them!
- Agendas should contain the *Who, What, When, Where, Why, How*, etc!
- Provide contact Information of Board Members!
- To save paper, provide **half-page** size, **or quarter-page agendas** instead of full page agendas.

KEY #6: Be PREPARED!

⇒ **Make sure you are prepared before every meeting!**

⇒ Speak in detail!

⇒ Place board meetings the day before!

⇒ After meetings, **make yourself approachable** for questions!

⇒ Good to establish a relationship and it is also part of keeping members active and keep meeting attendance up.

⇒ Have meetings not only be a place of informing members, but to ask questions and meeting new people.

Thank you for attending our workshop! We hope that this information will help you:



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