# MEETINGS MATTER

< 2:00

## **Pre-Meeting Activity**

#### 15-20 Minutes

- Allows time for advisors to meet with officers
- Creates a welcoming environment
- Members get to know one another
- Engages everyone
- Reduces chaos

# GROUP BUILDING

- Prepared & led by recreation officer
- Fun and interactive
- Includes everyone (even parents!)
- Add a snack for social time

#### 15-20 Minutes

### Recreation

# **Business Meeting**

#### GROUP DECISIONS

#### • Well planned prior to meeting

Utilizes parliamentary procedure

15-20 Minutes

- Follows an agenda
- · Led by club officers
- Stays on topic
- Send prolonged discussion to committee for recommendations







PROGRAMS ACTIVITIES

- Guest Speaker
- Demonstrations
- Field Trips/Tours
- Community Service
- Project Work
- Video

40-60 Minutes

**Education** 

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