PLANNING EFFECTIVE MEETINGS

Plan the Meeting:

- Survey the membership to determine interests.
- Organize a planning committee to develop the program.
- Check PTA bylaws for business required to be taken care of during certain months (audit approval, nominating committee election, election of officers, etc.).
- Check school calendar for holidays and other special events.
- Consider alternative meeting schedules to suit the Membership.
- Submit facility use permit for site.
- Set timeline for speaker contacts and committee assignments.

Before the Meeting:

- Send announcements out early.
- Identify leaders who can encourage others to attend.
- Assemble your tools—gavel, Robert’s Rules of Order, bylaws, etc.
- Prepare a written agenda.
- Remind those who are expected to give reports at the meeting.
- Consult with the principal.
- Arrange for greeters at the door.
- Be prepared for emergencies with an alternate plan.

ALWAYS START THE MEETING ON TIME.

After the Meeting:

- Evaluate the program to determine if it met the goals.