

Tips for Effective Meetings

1. **Start on time:** This is important so that you can get down to business and also leave on time.
2. **Introductions and icebreakers:** Meeting only once a month may make it hard to remember others' names. Introductions and icebreakers are a fun way to reintroduce YACers and get everyone involved.
3. **Review the agenda:** Officers will give an overview of what will take place at the meeting.
4. **Make sure each person has an opportunity to participate:** Input is important! Let officers know you have something to add by raising your hand or speak up during discussion times.
5. **Follow the rules of respect:** Feel free to arrive early before the meeting or stay a little later afterward to catch up with friends. Respect other YACers during the meeting by listening and keeping chatter to a minimum.
6. **End with a review of the decisions reached:** Officers will summarize what the meeting accomplished and remind YACers of assignments if there are any.
7. **Remind YACers of the next meeting:** Where, when, and the topic of the meeting.
8. **End on time:** This keeps YACers motivated to get work done during meeting times.