1. ***Start on time – Welcome – Introduce Everyone*** *-*Always begin your meeting with a warm greeting and recognitions/thank yous.
2. ***Review the Agenda*** *-*Briefly review the agenda to let everyone know what’s expected.
3. ***Explain the Meeting Rules and Norms*** -Basic rules are in order for meetings – just make sure that everyone understands how to use them and everyone has agreed to the meeting norms.
4. ***Encourage Participation*** - Involve everyone and be aware of the domineering members. Their intentions are good, yet everyone needs to voice. *What to say:* "Let's hear from someone who hasn't spoken yet."
5. ***Stick to the Agenda*** -If you get “off topic” say, "That's an interesting issue, but perhaps we should get back to the original matter of discussion." If people arrive late, continue with your agenda – don’t go backwards. Other topics that arise should be placed in a “parking lot” to be addressed later. A “parking lot” is simply a place where agenda items are stored for future use.
6. ***Focused Decision Making*** *-*Watch for becoming bogged down with the “little details.” i.e. the color of the balloons for the dance, or what type of table cloths for the display tables, etc. Stick to the agenda and important decisions.
7. ***Move to Action* With Commitment** -Definethe tasks and make clear the respective due dates. Each member should leave the meeting with a defined task.
8. ***Bring Closure to Discussions*** *-*Meeting discussions have a tendency to linger longer than necessary. Gain agreement or consensus and get the meeting moving again.
9. ***Review the Meeting Results and Follow-Up*** - Briefly summarize the meeting process and outcomes for clarity.
10. ***Say “Thank You” and End the Meeting Before or On Time*** *-*Everyone in the meeting is in essence a volunteer. It’s important that each and every person know how valuable he or she is to the school.