



Effective Meetings

Introduction

This pre-work provides knowledge that supports the experiential learning that will take place during the live sessions at Club Officer Training. By completing it, you will be prepared to participate in discussions and activities with fellow club officers. This information will be utilized but not presented in the session.

Time Investment

- 30 to 60 minutes

Instructions

1. Complete the Questions to Consider on pages 2–3 of this document.
2. Complete the Club Officer Meetings Snapshot on page 4 of this document.

Meetings: Questions to Consider

Answer the questions below.

Think back to a club officer meeting you attended recently in which you felt really engaged. Describe the meeting below in detail.

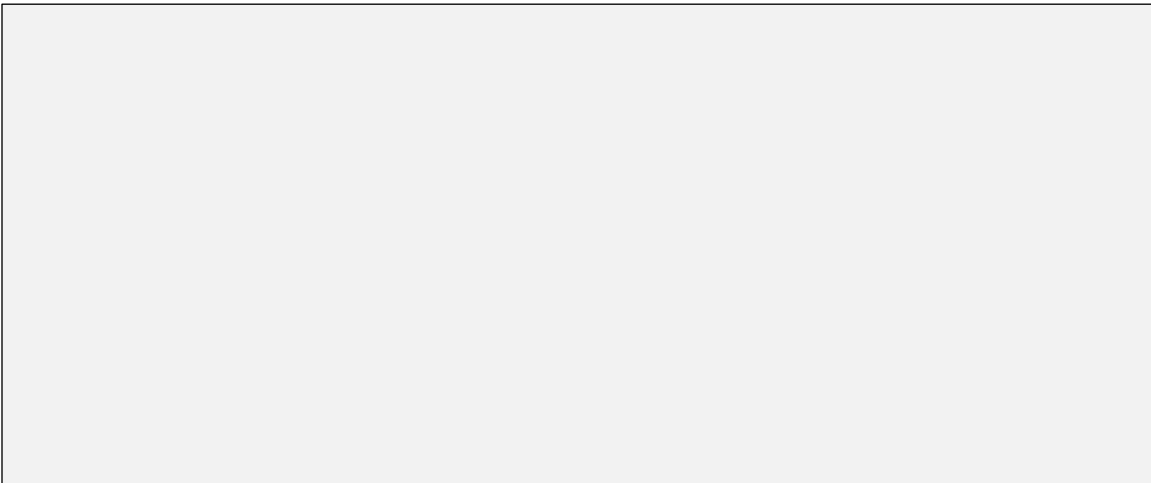
What did the facilitator leading the meeting do that worked well and helped you feel more engaged?

Continue on next page.

Think back to a club officer meeting you attended recently in which you felt bored and not engaged. Describe the meeting below in detail.



What could the facilitator leading the meeting have done to help you feel more engaged?



Club Officer Meetings Snapshot

Use this template to help you identify meetings you regularly attend as a member and facilitate as a club officer. Write the purpose of each of your meetings, the role you play in each meeting, and how the meeting assists with delivering strategic goals for the club.

Meeting	Purpose of the Meeting	Role you play	Strategic Goals