

Leading Teams: Meeting Management

How to make your meetings effective, positive and a collaborative environment in which your team members can contribute.

Objectives

- What Not to Do
 - How to Lead a Bad Meeting
- Review Meeting Management Skills
- How to Lead a Good Meeting
- The 'Virtual' Meeting
 - Success factors
- Guidelines for Effective Meeting Communication

Biggest Complaint

"The biggest complaints I hear about meetings are that they're unproductive, that they last too long, that they're unnecessary."

*~ Frances A. Micale**

How to Lead a Bad Meeting

- Begin the meeting late
- Rehash old conversations
- Recruit a scribe or note taker ‘on the fly’
- Overload the Agenda
- Do most of the talking
- Interrupt
- Avoid Constructive Conflict
- Go Long

Meeting Management Skills

Mastering good meeting practices will help your team to...

- Hold productive meetings that start and end on time
- Come to meetings prepared with materials and information
- Maintain good communication and records so everyone knows what the team is doing
- Hold team members accountable for their assigned tasks
- Share the workload evenly
- Plan your project assignment
- Organize information to make it useful
- Gauge the team's progress towards completing the assignment

Formal Meeting Requirements

- At the start of a formal meeting--such as parish council and general assembly-- a quorum needs to be established according to the parish by-laws. Without a quorum a meeting cannot be held.
- Who can vote at a meeting needs to also be established according to the parish by-laws. This is particularly important for general assemblies. The parish by-laws establish rules of membership.
- The parish priest does not vote and the meeting chairperson votes only to break a tie.
- The approved minutes of meetings need to be properly kept in the parish files. For informal ministry meetings, the ministry director is responsible for proper safe keeping of the minutes.
- Particularly for general assemblies, it helps to have at the meeting a parliamentarian, someone who is familiar with the parish by-laws. When conflicts arise, the parish by-laws always take precedence,
- The agenda for formal parish meetings needs to be reviewed and approved by the parish priest ahead of the meeting.
- The By-laws also dictate the minimum number of days for publishing the agenda prior to the meeting.

How to Lead a Good Meeting

- Every meeting should begin and end with a prayer
- Assign Roles and Responsibilities
- Establish Ground Rules
- Have an Agenda
- Have an Objective
- Summary

Roles and Responsibilities

Teams should always determine these critical roles:

- Facilitator
 - monitors the agenda
 - manages the group process
 - encourages participation from all attendees
 - helps participants understand different points of view
 - fosters solutions that incorporate diverse points of view
- Recorder
 - Takes Minutes / asks for feedback to ensure clarity
 - Summarizes Action Items
 - Publishes minutes promptly after the meeting
- Participant
 - Regularly attend meetings
 - Actively participate
 - Remain accountable for assigned tasks
 - Support team in decision making

Establish Ground Rules

- Establishing a set of ground rules or “norms” should be accomplished in the first team meeting. Norms constitute an agreement among members on the types of behavior that are acceptable and unacceptable
- Ground rules should be as **specific** as possible, as diverse expectations can foster misunderstandings and disruptive conflicts

Grounds Rules Example

1. Determine when Agenda will be sent and how
2. Start and finish meetings on time
3. Meetings will last no longer than one hour
4. Complete assigned tasks on time
5. Ask for help with tasks as needed
6. Raise potential problems at the meeting
7. The recorder will distribute meeting summary within two days of the meeting
8. At the end of each meeting, the team will set the date and agenda of the next meeting

The Agenda

The meeting agenda should contain six elements:

1. Meeting Logistics
2. Team Members Contact Information
3. Purpose / Objective
4. Products
5. Preparation Required
6. Process

Agenda Tips

- An effective team meeting agenda distributed well in advance of the meeting is essential to ensure that members come prepared and motivated to the upcoming meeting. It also helps to keep the team on track as it tackles its assignment.
- In addition, an effective agenda eliminates word-of-mouth misinformation and holds members accountable for their responsibilities. It also provides an anchor to which members can always return in order to keep the meeting on track.
- Assigning a particular topic of discussion to various people is a great way to increase involvement and interest. On the agenda, indicate who will lead the discussion or presentation of each item.

Sensible Process = Satisfied Participants

- Once an agenda prepared is prepared, circulate it to the participants and get their feedback and input
- Running a meeting is not a dictatorial role: You have to be participative right from the start
- There may be something important a team member has to add. Or, there may be too much or too little time allotted for a particular item
- Whatever the reason, it is important you get feedback from the meeting participants about your proposed agenda

Parish Council Agenda: Sample

**Greek Orthodox Church
 Parish Council Meeting
 Meeting Date**

Call to order	PC President
Opening Prayer	Parish Priest
<u>Spread the Word</u> (Chapter 6)	Parish Priest
May Minutes	Secretary
Treasurer's Report	Treasurer
<u>Old Business</u>	Various
<u>New Business</u>	Various
Around the table	All
Adjourn	PC President
Closing Prayer	Parish Priest
Next PC meeting	Date

General Assembly Agenda: Sample

Greek Orthodox Church Agenda	
General Assembly, Date	
1. Call to order	
2. Opening Prayer	Parish Priest
3. Appointment of Meeting Chairperson	
4. Approval of minutes	
5. Treasurer's Report	
6. Election Committee Update	
7. Nominations for Parish Council	
8. Budget 2016	
9. Festival Report 2015	
10. Strategic Plan Update	
11. Comments:	
12. Comments:	Parish Priest
13. Old business	
14. New business	
15. Adjournment	
16. Closing Prayer	Parish Priest

The Objective

- Do you want a decision?
- Do you want to generate ideas?
- Are you getting status reports?
- Are you communicating something?
- Are you making plans?

Ask yourself:

“At the close of the meeting, I want the group to ...”

The Meeting Summary or Minutes

- **Keep Everyone Informed by Summarizing the Meeting Promptly**

Having the recorder promptly write and distribute a summary of a meeting is the best way to keep everyone on the same page with a common understanding of the team's progress

- **Summarizing Promptly Eliminates Confusion**

A well-written, promptly distributed meeting summary increases the probability that team members will follow up on the action items and reduces the likelihood of word-of-mouth misinformation and confusion

Meeting Summary: Sample

MEETING SUMMARY			
MEETING INFORMATION		TEAM MEMBERS ATTENDING	
DATE			
PREPARED			
FACILITATOR			
PLACE			
SUMMARY			
DECISIONS and AGREEMENTS			
ACTIONS TO BE TAKEN		BY WHOM?	WHEN?

Meeting Minutes: Sample

Greek Orthodox Church Minutes of the Parish Council Meeting Date

Members Present:

Members Absent:

Also in attendance:

Meeting opened with a prayer.

Reflection:

Minutes: Minutes from the previous meeting were presented. A motion was made to accept the minutes and seconded.

Treasurer's Report:

Old Business

New Business

Around the Table

Next Parish Council meeting is scheduled for DATE.

The meeting closed with a prayer.

Respectfully submitted,

Secretary
Approved on DATE

Parish Priest

Parish Council President

The Virtual Meeting

The Five Essentials for Getting Great Results are...

1. Effective use of technology
2. Preparing participants and pre-work
3. Keeping participants focused and engaged
4. Building trust
5. Maintaining momentum between meetings

Four Guidelines for Effective Meeting Communication

1. Focus on the behavior or problem, not on the person
2. Make sure what you say and what you do are the giving the same message
3. Validate others' contributions
4. Make sure everyone has a chance to speak

Questions?

