

TIPS FOR CONDUCTING A SUCCESSFUL MEETING

- Have an **agenda** that responds to the needs of members;
- Start **on time**;
- Ensure the meeting time is well known and convenient to all the membership and that the meeting place is **accessible**;
- Organize on site **childcare** if required or reimburse for child care expenses. Ensure that required accommodation measures (to facilitate the participation of members with disabilities) have been organized.
- **Plan** an informal event as part of the meeting – guest speaker, a film, a panel discussion or simply an opportunity to gather and chat about current issues and priorities of the PSAC or the broader social justice movement.
- As chairperson, understand that your role is to conduct the meeting impartially using **lots of common sense**. You are not only dealing with the business of the meeting but also with people's feelings, emotions and concerns.
- **Minimize the reading** of administrative reports and correspondence by having typed copies of reports, minutes, and summaries of correspondence prepared whenever possible for the membership to read before the meeting;
- Use PSAC Rules of Order with lots of common sense, and remember that **a meeting is also a collective of people**.