Some Best-Practice Principles of Meeting Management:

1. Set regular meeting times/dates and location (e.g., third Monday, 6 p.m., Fellowship Hall) for standing committees.
2. Set draft agenda (most important items at the top of the agenda) before each meeting and send to all members
3. Send reminder of meeting 2-4 days before each meeting
4. Take notes (not necessarily detailed minutes) of each meeting
5. Send draft notes as soon after the meeting as possible to the committee membership and to the Board of Trustees and post on the FUUSM web site (Ralph O and others can help with the latter process)
6. During each meeting:
   1. Start at the appointed time regardless of how many people and which people are present
   2. Keep the agenda moving in order to complete all items by the set adjournment time
   3. Identify when you are discussing personal or confidential issues that should not appear in the meeting notes but should be kept as a separate private record
   4. Most FUUSM committees do not strictly follow Roberts’ Rules of Order—we generally make decisions by consensus. If an issue requires formal action, then a motion should be made, seconded and recorded in the notes - for example, when the Finance Committee learned of the immanent departure of our current Treasurer, they made a formal recommendation to the Board that the arrangement of a volunteer treasurer and paid bookkeeper be continued. This recommendation was voted on by the Committee membership and then transmitted to the Board for their subsequent action.
7. Communicate with other committees on issues that may impact their activities or responsibilities
8. Send notes of each meeting to the Committee’s liaison with the Board.

Committee Effectiveness

1. What does your committee need to be more effective?

-More members?

-Replacement persons for long-serving members

-Other….

2. Is there anything that the Board can do to make your committee more effective?

3. When recruiting new members, keep in mind that new FUUSM members should not be asked to serve on standing committees (at least in their first year). They can be asked, however, to serve on event planning groups such as the Community Meal, Book/Yard sale, Garden Tour.

4. Rotating responsibilities among committee members

5. Setting term limits of committee officers, of members

6. How to adopt best practices of meeting management…