



## HOW TO RUN AN EFFECTIVE RSO MEETING CHECKLIST

### Top 5 Rules of a Good Meeting

1. Set goal(s) for the meeting and prepare an agenda.
  - Prepare yourself - prioritize issues to be discussed, issues from previous meetings
  - Consult with other members and exec board to finalize agenda
  - Research information necessary for making important decisions
2. Arrange all logistics.
  - Find a comfortable and convenient meeting place
  - Arrange in advance for tech, flip charts, markers, and other supplies
  - Arrive early to set up
  - Check for adequate lighting, ventilation, heat, accessibility like microphone
  - Set up seating arrangements
  - Prepare directional signs and post in key spots of building
  - Provide nametags
  - Greet people as they arrive
  - Supply refreshments, if appropriate
  - Locate nearest restrooms
3. Send out announcements, invitations, social media, and reminders for meeting.
  - Invite guest speakers to present on special topics/issues
  - Invite all relevant constituents, target audience
  - Send general and personal invitations early, send reminders
  - Circulate agenda, minutes and background information in advance
4. Be courteous, respectful, and inclusive.
  - Start and finish meeting on time
  - Set a welcoming tone: introductions (ice breaker)
  - Engage all participants during meeting
5. Bring closure.
  - Come to resolutions
  - Preparing an action plan
  - Summarize main points and what and how follow-up will be accomplished
  - Plan next meeting

