

# QUICK TIPS

## How to Wreck a Meeting

Don't let anyone know ahead of time what will be discussed at the meeting.

Send out notices of the meeting at least a month in advance,

OR

Give notice only a few hours ahead of time, and through a person who knows nothing about the details.

Announce that the meeting will start "around" a certain time.

Don't let anyone know how long the meeting will last.

Make sure the leader knows nothing about "how to run a meeting."

Make no advance preparations. Have no clear idea of the meeting's aim and purpose.

Don't allow anyone to talk during the meeting.

Arrange the room so that members are in subgroups and cannot see the leader.

Criticize members during the meeting for not completing assignments.

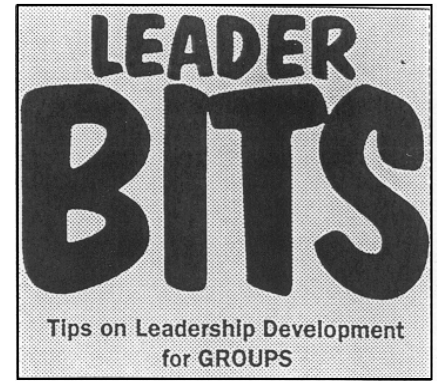
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- Advising Groups
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- Publicizing Events
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- Recruiting Volunteers
- Retreats
- Starting an Organization
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- Team Building
- Time Management
- University Events

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BITS** is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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# The Meeting: An Evaluation

An evaluation of the organization should be taken periodically by the presiding officer. This information can be valuable in determining how effective meetings are. Below is a sample form for evaluating meetings.

Please rate the statements on the following scale:

- SA - Strongly Agree
- A - Agree
- U - Undecided
- D - Disagree
- SD - Strongly Disagree

	SA	A	U	D	SD
1. The meeting was productive.	___	___	___	___	___
2. The meeting held everyone's attention.	___	___	___	___	___
3. New ideas originated from the meeting.	___	___	___	___	___
4. The group accomplished something as a result of the meeting	___	___	___	___	___
5. The presiding officer was prepared for the meeting.	___	___	___	___	___
6. The members were prepared for the meeting.	___	___	___	___	___
7. The members had enough time to discuss important issues.	___	___	___	___	___
8. The meeting would have been better if some parts had been left out. Explain.	___	___	___	___	___
9. Everyone was given a chance to speak.	___	___	___	___	___
10. The meeting proceeded close to the agenda.	___	___	___	___	___
11. The atmosphere of the meeting was comfortable.	___	___	___	___	___
12. The length of the meeting was appropriate.	___	___	___	___	___
13. I enjoyed attending this meeting.	___	___	___	___	___

Suggestions for future meetings: