

## Hints for Shorter Meetings

Here are some terrific meeting shorteners that club presidents need to learn to use regularly:

“Since we have lots to cover tonight, let’s just discuss this informally after the recreation.”

“I would like to appoint a committee to sort through this and tell us what our options are at the next meeting.”

“That’s something to consider. I’d like you to serve on the planning committee next time.” (A great one for critics!)

“Those are good ideas. Could you get them down on paper before the next meeting?”

“Since there are so many things to consider, let’s go on to the next item and discuss this after the meeting if there’s time.”

Remember that it is the president’s option to end a discussion. Teach your president to take control.

### *More tips...*

Write agenda on a large piece of paper or chalkboard so everyone can see it. If it is necessary to keep on schedule, write beside each item the most time that can be spent on it and still get everything in.

Change the order of the meeting to (1) opening and inspiration, (2) program, (3) recreation and/or refreshments, (4) business. This gives everyone a stretch break in the middle of the meeting and discourages long discussions during the business meeting because everyone is getting ready to go home. It also allows a guest speaker to leave before the business meeting and still have time for refreshments and meeting club members.

Announce at the beginning of the meeting that you have to be home by a certain time, so some discussion may have to be shortened in order to cover everything.

It takes a while to get everyone use to the idea that the meetings will be more structured, but once members get the hang of it, NO ONE will ever want to go back to the long-drawn-out way again.