

HOW TO CONDUCT A SUCCESSFUL MEETING

1. Have completed well-planned agenda.
2. Agenda should be discussed among all officers so that complete understanding takes place.
3. Any other members that will be on the agenda should be contacted **ahead of time** so that they know they are on the agenda and are well prepared.
4. Know **how long** other member reports will take and allow time on the agenda for this.
5. Make a **different** agenda for every meeting or don't have a meeting. People don't want to hear the same thing over. Encouraging other members to be part of the agenda makes a better, well-balanced meeting.
6. Open the meeting with an attention-getting device (gavel) or with a strong voice.
7. Follow the agenda precisely. Have a professional attitude about the meeting and be serious about your presentations.
8. Be sure that any action or decisions that take place are in the form of a motion. (Roberts Rules of Order).
9. All motions must be made, seconded, and **voted** on. Voting can be by hand or secret ballot.
10. Secretary should record who made motions and seconds, and attempt to record the motions in the exact way they were made.
11. Officers should keep a running list of past agendas to be able to chart progress between meetings. It is suggested that a notebook be kept with these in and any other business or papers that are necessary.
12. Be certain to inform other members about meetings, each other about officer meetings, and provide information in the announcements at least three days before the meeting or event.
13. Be enthusiastic about AGC activities and always talk up the organization and attempt to get as many people interested as possible.

A LIST OF BASIC PRACTICES FOR AGC STUDENT CHAPTERS

1. At business meetings, have an agenda and don't allow rambling.
2. Keep minutes of the proceedings and provide copies to the members.
3. Appoint committees to handle major projects, get a lot of people involved, not just the officers.
4. Invite prospective members to meetings as guests.
5. Have monthly meetings and get good speakers and field trips, use your AGC office for help.
6. The organization should set goals each fall and work toward them.
7. Keep dues to a minimum.
8. There should be 1-2 community projects each year.
9. Communicate! Give plenty of notice concerning your events. Have a committee to personally contact or call members concerning functions. The difference in attendance is 50%.
10. Ask members for their ideas. Work with your faculty. Their support is very important.

SAMPLE MEETING AGENDA
AGC Student Chapter Meeting
Wednesday, April 23, 1986
Meeting Agenda

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|-------|------------------------|----------------|
| I. | Call Meeting to Order | Joe Wehling |
| II. | Secretary's Report | Deb Madsen |
| III. | Treasurer's Report | Shari Stohs |
| IV. | Student Council Report | Rick Williams |
| V. | Historian's Report | Laurie Behlman |
| VI. | Unfinished Business | Joe Wehling |
| | A. Item 1 | Name |
| | B. Item 2 | Name |
| | C. Item 3 | Name |
| VII. | New Business | Joe Wehling |
| | A. Item 1 | Name |
| | B. Item 2 | Name |
| VIII. | Comments | Joe Wehling |
| IX. | Adjourn | Joe Wehling |

SUGGESTIONS FOR REPORTS

Secretary's Report:

The regular _____ meeting of the Southeast Community College student AGC chapter was called to order by president _____ at _____ (a.m./p.m.) Minutes from the previous meeting on _____ was read and approved. The Treasurer's report showed a balance of \$ _____. _____ in the general fund. Bills paid since the last meeting includes _____, _____, etc.

_____ gave the Student Council report. He talked about (If needed) _____, Historian, introduced new members. They are _____, etc.

Unfinished business included the discussion of _____ made a motion to _____. It was seconded by _____. A hand vote indicated that motion (was/was not) carried.

New business was discussed at this time. The idea of a _____ was brought up by _____. A motion was made by _____ to accept this idea. Motion was seconded by _____ and a hand vote was taken. The motion (did/did not) carry.

President, _____ asked for comments from the group or any input. _____ was mentioned.

The meeting was adjourned at _____ (a.m./p.m.)

Treasurer's Report:

The balance at the last meeting was \$ _____. Since that time bills have been paid for _____, and _____, leaving a current balance in the treasury at \$ _____. _____.

Student Council Report:

At the last student council meeting on _____, we discussed _____. It was decided that _____ will take place. Other business was the discussion of _____, but there was no action taken.

(From time to time) Are there any items of business that you would like me to bring up at student council?

Historian's Report:

Since our last meeting on _____, there have been _____ new members. They are _____ from _____ and _____ from _____.

OFFICER DUTIES:

President

Act as moderator for officer's meeting; be sure to move officers toward completing agenda on time; preside over all chapter meetings; keep control of group and direction of discussion; accept or encourage motions if necessary to initiate some type of action or to move away from stalemate; act as representative of the organization to the advisor; and to encourage participation of all members.

Vice-president

Act in the capacity of the president in the president's absence; assist president in moving officers toward completing agenda on time; give AGC update reports during regular meetings; act as activities' coordinator or scheduling of events in the announcements; collect and compile weekly newsletters and information from the state and national AGC offices; and to encourage participation of all members of the organization.

Secretary

Report accurately all proceedings from past meetings; keep a current list of all membership and update as necessary; write official correspondence for the organization as needed.

Treasurer

Keep an accurate balance of the AGC checking account; make bank deposits as necessary; balance checkbook when needed; keep accurate records of deposits, withdrawals, or other transactions; and write checks as necessary.

Historian

Report on new members of the organization; pass new membership forms on to the secretary to enter on membership roll; collect and keep on file, news articles or published information about the AGC chapter; take photographs as needed; and cooperate with the reporter as required.

Reporter

Assemble or write articles of information, for various publications, about the AGC chapter and coordinate accordingly; cooperate with Historian as needed.

Committee Group Leaders

GUIDELINES FOR EFFECTIVE MANAGEMENT OF AGC COMMITTEES

Each group leader is responsible for organizing and promoting the activities or ideas among the individual AGC committees. The success of the group leader in turns affects the success of the committee, which will, of course, drastically affect the progress of the entire AGC organization.

The following are the suggested steps that group leaders should use to ensure that their particular committees deal with their responsibilities, and that those responsibilities are carried out in a manner that characterizes the Milford AGC Chapter as a professional organization.

A. BRAINSTORM IDEAS OR SET GOALS FOR THE COMMITTEES:

1. A group leader should give a short explanation of how the committee system is to work, and that each is an important part that must get involved and provide input.
2. Begin brainstorming for ideas, throw all ideas into a hat or write them on the blackboard or on paper, or story board them. Don't let anyone's idea or ideas be judged at this point in time. Accept all ideas no matter how good or how bad. They will be sorted out later.
3. Stand back and examine overall set of ideas. Combine those that are similar or the same. Begin to put in order those that would seem easiest, cheapest, less work, or faster to accomplish. Decide how many of these ideas for projects that could be completed in the allotted time. (6 months) These will be your goals!

B. DETERMINE PROCEDURE TO ACCOMPLISH THESE GOALS WITH A TIME LINE:

1. Select each goal or idea and begin to establish basic knowledge about it. You may want to divide your committee up further and let smaller groups work on each individual goal or idea. You will have to keep track of each smaller group as well. Decide the following:
 - a. Set a date and time as the best time to perform or initiate this activity.
 - b. Decide who will be in charge of that activity.
 - c. Determine if there are any costs involved with it.
 - d. Decide how many people or participants it would take to make it successful.
 - e. Make up a separate proposal for each idea or goal.
 - f. Assign someone from each of the small groups to propose the idea at a general AGC meeting.
2. Record Committee Information and Keep Records.
 - a. Record the necessary information for future use and keep it as a permanent record. The steps as described above for operating a committee may take more than one meeting, so plan accordingly. Be sure to outline a time schedule for the completion of your ideas or tasks.
 - b. When the groups or committee is ready to make a proposal at a regular meeting, contact an officer of the committee's intent, so that the presentation may get on the agenda.

C. SUBMITTING A PROPOSAL AT A REGULAR AGC MEETING

1. The designated committee representative will present the committee's proposal at a regular AGC meeting. The idea is to simulate interest, if any, and to follow that presentation with any discussion. Usually, after any appropriate discussion has taken place, by means of Robert's Rules of Order, the AGC group will vote on whether to accept or reject the committee proposal.
2. If the committee proposal is accepted, then it is the responsibility of the committee members to carry out and exercise the plan of action as they set up earlier in their planning stages. Further information about the committee ideas or activities should be made available at AGC meetings to follow.

D. CARRYING OUT OF COMMITTEE TASKS OR ACTIVITIES:

1. As the committee attempts to carry out the tasks or activities that have been accepted by the AGC group, it is the responsibility of staff group leaders to monitor their progress, and to help or aid them when need arises, or to make constructive suggestions to make initiation of the activity or task much easier.
2. In this process, be sure that all required college paperwork has been filled out and submitted, correct publicity is distributed, and that no loose ends exist in execution of the committee tasks or activities.