

Steps to Conducting Effective Meetings Ohio Arts Council

Steps for Conducting a Meeting	Description of Each Step
Identify Goals and Objectives for the Meeting	What do you want to accomplish in the meeting? ➤ Consider how much time you have. ➤ What is a reasonable amount of work for the time you have?
Determine the Appropriate Participants	Depending on your goals for the meeting, you might invite the general public, other arts and cultural supporters, select community leaders, etc. ➤ Invite and Advertise – Announce the meeting in advance so that the target population will know about it and have sufficient time to plan for it. Think about the best ways to inform people about the meeting. (For example: written invitations, email, phone calls)
Develop An Agenda (You may want to consider distributing the agenda prior to the meeting, if appropriate.)	The agenda should provide the following information: ➤ Statement of Goals and Objectives for the meeting ➤ List of Action Items – things that will help you accomplish your goals and objectives ➤ Anticipated Participant List with Roles and Responsibilities (leader, facilitator, recorder) ➤ Logistics – What?, When?, Where?, How Long?
Review the Agenda and Ground Rules	Ground rules are important so that each person feels comfortable to fully participate in the discussion. For Example: 1. The meeting will start and end on time. 2. Only one person will speak at a time. 3. Participants will actively listen to the speaker. 4. Issues unrelated to the agenda will be noted for a later discussion.
Allow Sufficient Time to Facilitate the Work	During the meeting allow time for: ➤ Generating ideas ➤ Discussion ➤ Decision-making or consensus ➤ Closure ➤ Next Steps (Schedule future meetings if necessary.)
Produce and Distribute A Meeting Summary	This document will help the meeting participants remember what has discussed and decided on during the meeting. A recorder should take notes during the meeting to maintain a historical record of the discussions.
Evaluate the Meeting	Ask yourself: ➤ Were the goals and objectives for the meeting met? ➤ Were all of the points on the agenda discussed? ➤ Did the appropriate people attend the meeting? ➤ Were decisions made and approved? ➤ Are you clear about the next steps that need to be taken?

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