Community Organizing Tool #2: Effective Meetings

After building relationships, you want to get people together for meetings to talk about what to do about the issue you have.

Here are 4 important elements of effective meetings:

**Meeting With Yourself:** to gain clarity with yourself about how the meeting will run

**Pre-Meeting:** between the key people like the chair person and other leaders (3 to 4 people) to discuss things like:

- who should be at the meeting and who will reach out to invite them
- what the agenda would look like
- who will speak on any updates - give roles

This needs to happen so that the meeting goes smoothly

**The Meeting: clear focus and purpose**

start on time, end on time

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The Meeting: clear focus and purpose (cont.)

printed agenda or you can write it on the board

roles clearly defined

keep people on track: contain arguments and distracting topics

move toward a decision and commitment

Evaluation:
-one word feeling like: good, productive, unclear, full, fuzzy, etc.
-performance: how did the person running the meeting do? how did the people who had rolls do?
-any tension- for example if something felt tense or bothered someone, talk about anything that doesn’t sit right with you.

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