

Meeting Planning for Leaders in Not-for-Profit Organizations

AAUW District Training

Leading the Way: Building Skills for Branch Leadership

October 17, 2009

Agenda

- Objectives & Strategic Plan--stressing clear definitions
- Budgets & Sponsors--caveats and suggestions
- Leadership style --tips to motivate your committees
- Safety & Insurance--considerations
- Contracts--negotiating and confirming
- Green meetings--a must
- Little things
- Resources

The Bigger your project

- the more you need to put these things in writing.

Objectives--

- make things clear for all stakeholders
 - revisit them to be sure you're on track
- Plus, a tool to unify message
- for sponsorship seeking
 - for media

Action Plan--

- "bite size" pieces
 - committees defined
- List:
- a. the activity
 - b. responsible person
 - c. target date

Budgets--each committee needs to know

- big picture
 - their segment.
 - Approval process--not always treasurer
 - Cost overruns--how to handle
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Sponsors

- recognize publicly
 - get creative...have them sponsor a specific piece...
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Leadership:

You move others to action

you don't do it yourself!

- Mirror Neurons
 - capitalize on mirror neurons
 - your attitude is infectious.
 - they will lead the charge with you when they sense your commitment!
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Control as a Leader:

- how much should you control/ work of the committees?
- how much should you let the committees do their own work?

Be CLEAR ABOUT EXPECTATIONS

put in writing

Then your working relationship can be at ease

Positive Performance from Committees:

The Happiness Quotient.

research that people increase their performance when

primed BEFORE a starting a task to be positive.

--20% more accurate, productive,

--3x more intellectually flexible

So, before you start a committee meeting

- have a moment of fun first
- your meeting will be far more positive and productive.

Safety--Quick note about safety.

Safety is PRESUMED by meeting participants.

- 911 work in bldg--other safety professionals nearby
- CPR/Heimlich/Defibrillator
- fire exits-plan for regrouping
- special needs participants--how handle
- emergency workers -- accounting for group

Share plans with team members.

Insurance--

- Rider needed on policy
- Waiver for participants

Negotiating Contracts--

- Negotiate--hotel rooms, meeting rooms, meals--
- Agreement in writing (all details agreed--mark it up)
- Who reviews contract
- Who signs it

Go Green--not an option

- Water bottles, lunches, handouts, signs

Little Things:

- Accessibility: on registration forms
 - all disability issues: physical, dietary etc.
- resource box with mini office supply items:
 - painter's tape for signs,
 - gaffers tape (or duct tape) -- cords
- nametags tiny names printed. Whoever did today's--wonderful!

Free Resources on the Web:

The Convention Liaison Council Website has a nice array of articles and checklists.
For example:

35 money saving meeting tips:

http://meetingsnet.com/news/moneysaving_meeting_tips_0301/

Negotiating a contract with events:

http://meetingsnet.com/negotiating/fundamentals/meetings_fine_art_negotiating/

Food and beverage cost savings:

http://meetingsnet.com/checklistshowto/checklist/meetings_checklist_fb_cost/index.html

Additional Sites to peruse:

Meeting Planner Checklist: <http://clevelandmeetings.com/downloads>

Programming questions to review: <http://www.motivational-keynote-speakers.com/meetingplannerchecklist.html>

More ideas to consider: <http://www.hotelpacc.com/t,28.php>

Registration welcome kit enclosures:

http://www.hofstra.edu/pdf/OEM_SampleMPPC.pdf