

# Facilitating Meetings

Being prepared for your meeting is key! Before you create a meeting agenda, consider these items:

## **How are you going to communicate with club members?**

Find the best way to communicate with students at your school. It may be a combination of school bulletin announcements, flyers, social media, group text, email, and word-of-mouth.

## **How often will you meet and where?**

Most clubs meet on a weekly or bi-weekly basis. Find out if your school already has times for student groups to meet regularly. If not, consider before or after school, or during lunch.

### **Tips:**

- Send out a poll to see when most people are available.
- Decide on a time that most people can attend and send a calendar invitation to everyone's email.
- Pick a meeting spot that students can easily find, such as your advisor's classroom or a meeting room in the library.
- Post flyers and other posters to help people find you.
- Keep it at the same day and time so that the meeting becomes routine for members.

