

JUNE FOCUS: Effective Meetings

An effective meeting takes planning in advance of the actual meeting date. To prepare, your *officers* need to:

- Understand the goals of the meeting
- Work together
- Share
- Plan the meeting agenda
- Provide leadership
- Select the date, time, and place of the meeting
- Arrive early
- Be ready to help
- Check the meeting place for chairs and any necessary equipment
- Be sure that the meeting starts on time
- Follow the agenda
- Help with the discussion and participate
- Understand Robert's Rules of Order (parliamentary procedure)
- Encourage other members to speak
- Make positive suggestions
- Listen to the ideas of each person
- Use the last few minutes to summarize and highlight important decisions.

After the meeting:

- Put the room back in order
- Evaluate the meeting
- List accomplishments
- Look at the list of jobs to be completed
- Check on committee work and reports
- Follow up on recommendations and actions
- Determine any other actions that need to be taken.

Your *members* need to:

- ⇒ Understand the meeting goals
- ⇒ Serve those who they represent
- ⇒ Work constantly
- ⇒ Give reports
- ⇒ Collect ideas to take to the meeting
- ⇒ Review the agenda
- ⇒ Make additions to the agenda if appropriate

- ⇒ Listen attentively and participate
- ⇒ Help keep the group on the subject
- ⇒ Help keep the group to the time limits for each item
- ⇒ Make motions using parliamentary procedure
- ⇒ Be sure everyone has a chance to talk
- ⇒ Do not have personal conversations during the meeting
- ⇒ Ask questions if unsure of a topic.

After the meeting:

- ⇒ Read the copies of the minutes
- ⇒ Write or orally report to those that you represent
- ⇒ Make a list of any topics for the next meeting.

These ideas will help your organization have meaningful and more effective meetings.



The late James Baldwin on Teamwork:

The moment we break faith with one another, the sea engulfs us and the light goes out."



This newsletter is a joint effort of Jackie Burch and Herff Jones, Inc.

BUILDING SELF-ESTEEM

Student leaders need to have good self-esteem and being encouraged always helps them. Here are some ways to use encouragement to create higher self-esteem:

- * Build on the student's strengths by catching them doing something right
- * Express appreciation when students are cooperative and helpful
- * Give positive support for each step taken to achieve a goal
- * Show confidence in their abilities
- * Celebrate success

Students with high self-esteem:

- * Are proud of their accomplishments
- * Can act independently
- * Assume responsibility
- * Can tolerate frustration
- * Approach challenges with enthusiasm
- * Feel capable to take charge of a situation
- * Have a good sense of humor
- * Have a sense of purpose
- * Seek help when needed.

- * Are confident and resourceful
- * Are active, energetic, and express their feelings
- * Is relaxed and can manage stress.



Students with low self-esteem:

- * Play it safe by avoiding situations which involve taking risks
- * Feel powerless
- * Become easily frustrated
- * Are overly sensitive
- * Constantly needs reassurance
- * Are easily influenced by others
- * Frequently uses the phrases "I don't know" or "I don't care"
- * Are withdrawn
- * Blame others for their failures
- * Are isolated and has few friends
- * Do not communicate well
- * Are constantly complaining
- * Are dependent
- * Generally have a general negative attitude.

WHAT IS YOUR TEAM SPIRIT QUOTIENT?

Read the following statements and write a number next to the statement that best represents your assessment of the current situation on your team/student activity organization using the following scale:

1. *Almost never*
2. *Rarely*
3. *Often*
4. *Sometimes*
5. *Almost always*

___ Sounds of laughter are often heard during our meetings

___ We are able to both have fun and get the work done

___ When team members get together, there is a lot of good natured kidding of each other

___ There is a positive, friendly spirit to just about everything we do

___ We are regularly together at informal events

___ TOTAL SCORE

19-25 HIGH SPIRIT - Your team is a fine place to be. Your meetings are never boring, always enjoyable and productive.

11-18 LOOSEN UP A LITTLE - Your team needs to be more productive.

5-10 SPIRIT TRANSPLANT NEEDED - Enough said!

The capacity of any organization to improve is directly related to its ability to reorganize, acknowledge, and act on its strengths and limitations. Good luck!



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