



Running Meetings

Department of City Experience



**NEIGHBORHOOD
ACADEMY**

Where are we?

Getting Organized

- ✓ Introduction
- ✓ Finding a Core Group
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- Running Meetings
- Financial Administration & Compliance

Topics to Cover:

- Before the Meeting
- Parts of a Meeting
- Roles in a Meeting
- Making Decisions
- Before the Next Meeting



**What must be done
before a meeting?**



Before the Meeting

Why are we meeting?

- Fun
- Community Building

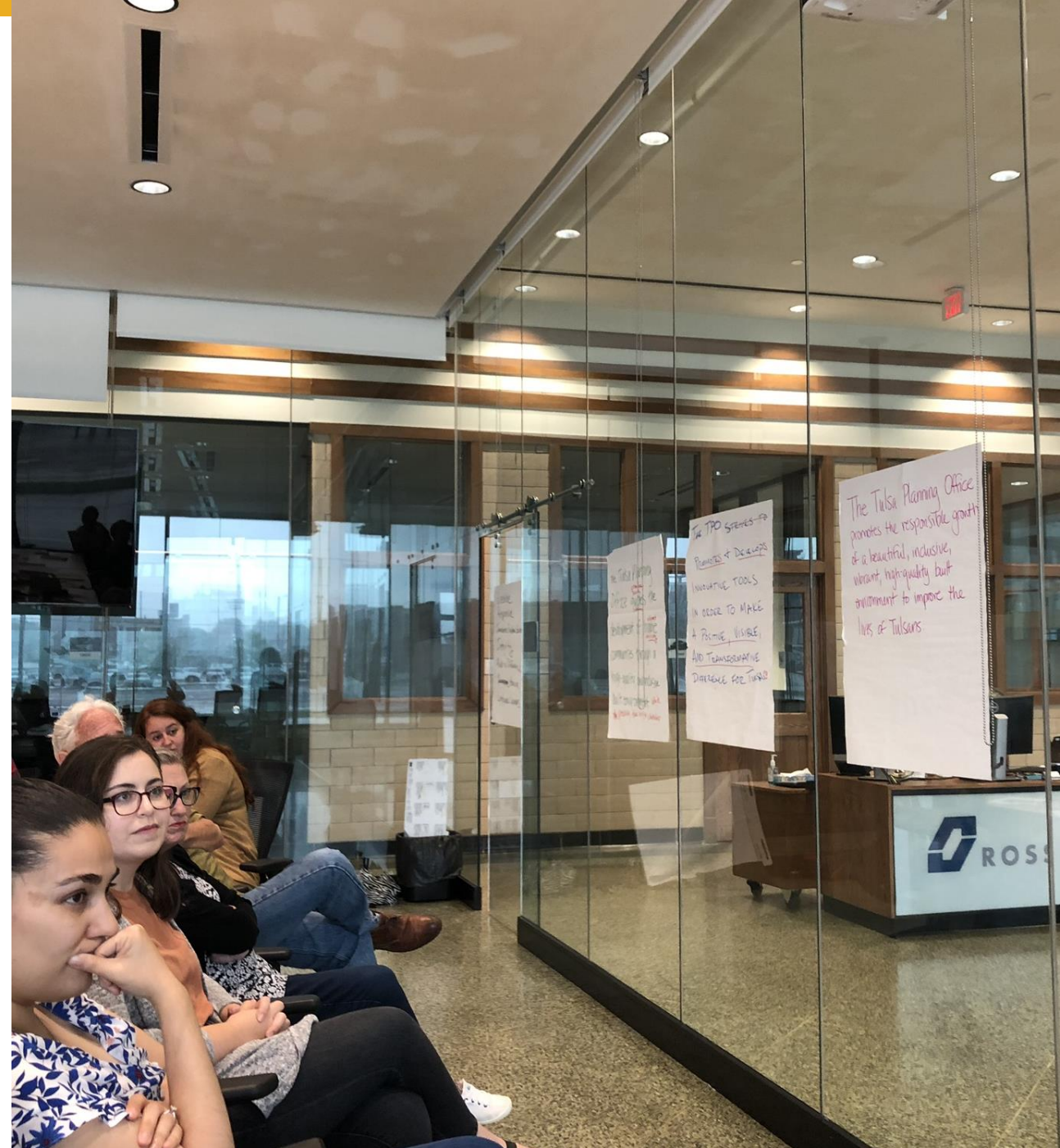


Before the Meeting

Why are we meeting?

- Inform
- Consider or Plan
- Decide

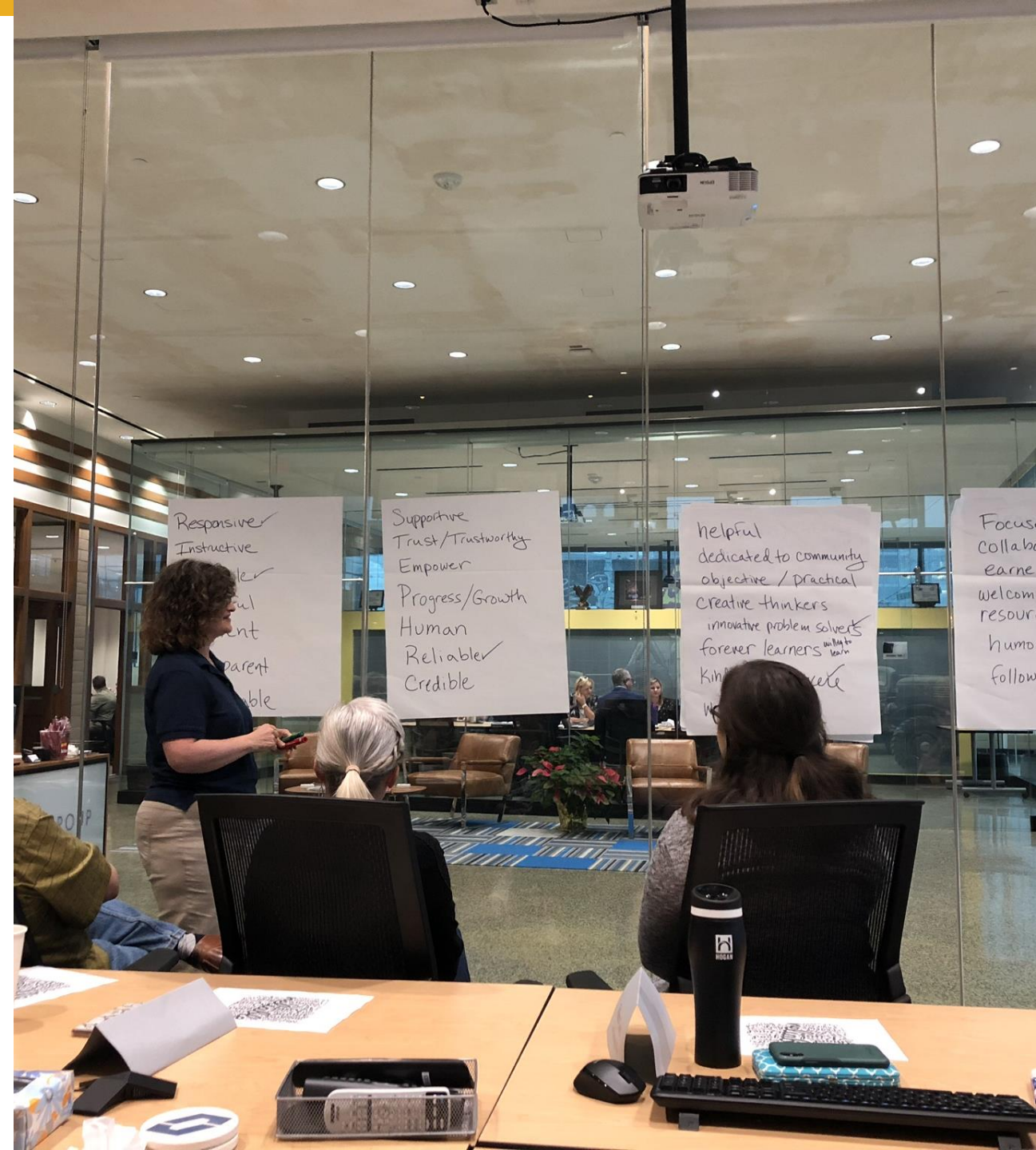
= Agenda



Before the Meeting

Agenda

Preparation



Before the Meeting

Agenda

Distribution

- Create a habit, Expectation
- Meeting Date, Time, and Place



**What are the steps
of a meeting?**



Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- Reports
- Old Business
- New Business
- Adjourn



**How do we distribute
meeting responsibilities?**



Roles in a Meeting

The Tasks:

- Facilitate meetings

The Role:

- President, Vice-President

Roles in a Meeting

The Tasks:

- Facilitate meetings
- Keep meeting records

The Role:

- President, Vice-President
- Secretary

Roles in a Meeting

The Tasks:

- Facilitate meetings
- Keep meeting records
- **Manage the money**

The Role:

- President, Vice-President
- Secretary
- **Treasurer**

Roles in a Meeting

The Roles:

- President, Vice-President
- Secretary
- Treasurer (Mandatory Position)



**How do we
make decisions?**



Making Decisions

Motions

- Proposal
- Comment
- Discussion
- Adoption
 - Approve
 - Deny
 - Continue
 - Assign



**What do we do
before the next meeting?**



Before the next Meeting

The Tasks

- Draft Minutes
- Prepare Agenda
- Communicate
 - Choosing the Venue & Date
 - Notify the Neighborhood



What's next?



What's next?

Getting Organized

- ✓ Introduction
- ✓ Finding a Core Group
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- ✓ Running Meetings
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Questions?



THANK YOU

