



RUNNING MEETINGS



4. After the Meeting:

- Draft minutes (deliver with next agenda).
- Communicate follow-up tasks and actions.

3. Roles in a Meeting:

- President-Facilitate
- Secretary-Meeting Records
- Treasurer-Report Finances



1. Before the Meeting:

- Why? (Agenda)
- Communication

2. Parts of a Meeting:

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

