



RUNNING MEETINGS



4. After the meeting:

- Draft minutes (Deliver with the 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:

- Prepare an agenda
- Communication

2. Parts of a meeting:

- Call to order
- Approve minutes
- Reports
- Old/New business
- Adjourn

