

Montgomery County Council of PTAs Training Components of Effective Meetings

Preparation of meeting

Establish the purposes of each meeting. Check your bylaws for business required to be taken care of during certain months (nominating committee elections, election of officers, budget approval, etc.) Check the previous month's minutes for action items.

Announce the date/time/location in advance and send a reminder. Always keep in mind the needs of your community and select alternative meeting dates to accommodate their schedules.

Prepare an agenda and distribute as part of your announcement

Ask others to encourage members to attend

Confirm the attendance of your principal and other individuals who are needed for reports, etc.

Check the meeting room has adequate size, ventilation, number of chairs, etc. and confirm with Building Services ahead of time

Order any needed equipment in advance

Arrange for officers and others to greet new members at the door.

Conduct an effective meeting

Start and finish on time

Utilize ground rules (Robert's Rules) established by the group

Follow your agenda

Listen attentively

Accept disagreement (not argument) as a natural part of some discussions

Summarize discussions to help focus the topic

Encourage all members of the group to participate

Establish an atmosphere of cooperation, purpose and trust

Move the group towards a decision

Focus on solutions, not problems

Make sure assignments, responsibilities and agreements are clear

Call attention to unanswered questions and place on next agenda

Announce time, date and location of next meeting

Ask for agenda items for the next meeting

SAMPLE MEETING AGENDA

My Elementary School
Tuesday, 7:30pm, August 30, 2011

Call to Order

Introductions

Approval of Agenda

Approval of Minutes (either posted or read)

Financial Reports:

Treasurer (no motion necessary, report filed for audit)

Report of Executive Board:

Vice President for Fundraising

Committee/Liaison Reports:

Back to School Picnic

Staff Appreciation

NAACP Representative

Unfinished Business (Items left on the agenda at the last meeting and any items postponed from the last meeting.)

New Business (New items of business and items that have no action pending.)

Program (Program chairman introduces program.)

Announcements

Adjournment (No motion is necessary.)

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Next Meeting: Tuesday, 7:30pm, September 27, My Elementary School Media Center
Program on "Paying for College" Help spread the word and come join us!

Other Upcoming Dates:

Back To School Night - Thursday, 7:00pm, September 8

Colonel Mustard Fundraiser Orders Due - Friday, September 16

Questions? Contact your PTA President Kristin Tribble at president@mccpta.com or 301-346-3463