



**ENGLAND
HOCKEY**

How to Run Effective Meetings

Create a culture where meetings are valued and respected. Setting a meeting culture will take time, but it is worth it for creating more efficient meetings.

✓ **Only hold meetings when required**

Reduce the number of meetings by finding other ways to address business, for example, if information-sharing or reviewing documents consider email or other written communications. Virtual meetings can be short and punchy, and much better way to keep in contact and complete tasks.

✓ **Participants prepare for the meeting**

Provide an opportunity for all to input into the agenda.
Prepare and submit your own report prior to the meeting.
Read all documentation/reports in advance, so only ask questions at the meeting on these reports.

✓ **Set up equipment / IT before the meeting**

Virtual meetings – check everyone is invited, test the system.
Check your presentation.

✓ **Agenda**

Circulated at least a week in advance.
Keep the meeting objectives task and action focussed.
To solve a problem - start with a brainstorming session first to stimulate creativity; write ideas somewhere visible in the room and do not censor input. Once everybody has had a chance to express their point of view, you can decide which ideas work best.
Consider including 'set' items for each meeting agenda.
Review of actions from previous meetings.
Any other business (AOB).

✓ **Chair of the meeting**

Keep to the agenda.
Set the ground rules and stick to them.

Give everyone an opportunity to input, deter overly vocal participants from dominating and ensure quieter individuals are given an opportunity to contribute.

Keep a positive atmosphere.

If you reach a stalemate on a contentious issue, know when to move on. Do not linger on issues because you cannot reach a consensus. Come back to it later.

✓ **Recognition & appreciation**

Recognise volunteer contributions to running your club.

Listening to your volunteers will help them remain confident, committed and motivated.

Say 'Thank you' for their contribution, notice what they have achieved and highlight the impact they are making.

✓ **Designated minute / note taker**

Produce an action-orientated record of the meeting, with each action clearly assigned.

Questions should be noted and addressed at the end of a report.

Give the participants brief summaries of the discussion topics.

✓ **No distractions**

No laptops open or phones on at the meeting.

✓ **Keep to time – start & finish**

Be firm, start on time and close the door once the meeting begins.

Avoid recapping for late arrivals.

If finish sooner than scheduled, then good, take-up minimum amount of time.

✓ **Summarise the meeting & actions**

Close with a plan of action and timescales if appropriate.

Ensure that everyone leaves knowing what is expected of them and by when.

✓ **Follow up with notes & actions**

As soon as possible, within a few days, circulate the meeting notes and actions.

Evaluate the meeting, did you meet your objective?

Personally, follow up 'Thank you' to individuals for their input via text, phone, face to face or email.

Contact people regularly, talk to them using the most suitable option like face to face, phone, text, meetings, social media, email or socials.

