

EFFECTIVE MEETINGS: DO'S & DON'TS

Do

- Seek member participation
- Be neutral
- Be positive
- Be clear with issues & solutions
- End the meeting on a positive note
- Compliment participation



Don't

- Preach
- Take positions on issues
- Get personal
- Be a stone wall
- Dwell on an issue
- Ignore members who want to contribute
- Tell war stories

