

## **THE FIRST MEETING OF THE SEMESTER**

### **I. *Personnel***

- A. Welcome all new members. Give them individual recognition. Let them introduce themselves.
- B. Welcome all old members. Give them individual recognition, similar to new members.
- C. Acknowledge members who have achieved special recognition (important positions, awards, etc.).
- D. Have each officer participate in the meeting in some way.
- E. Be prepared to process new members' dues, membership registration cards, etc.

### **II. *Objectives, History, and Transition***

- A. Explain the objectives of the group (refer to the chapter code or constitution).
- B. Explain the organization of the group (leadership positions, committee structure, etc.). Visual aids will help understanding.
- C. Review the major accomplishments of the group in the past. Display trophies, scrapbooks, photos. Review chapter rating from university EOY evaluation. Review grades of chapter & new members.
- D. Review recent activities and projects of the group that require continued effort.

### **III. *Plans for the Year***

- A. Announce important dates and events that will guide the group's activity calendar (You may want to distribute a calendar for the semester).
- B. Review strategy plan and goal setting process.
- C. Outline important decisions the group may face during the year.
- D. Announce standing committee appointments or name the appointments to be made, and ask members to contact you before the next meeting with suggestions.
- E. Encourage the members to suggest good speakers, movies, and other program ideas.

### **IV. *Ending the Meeting***

- A. End the meeting at a high point of interest, not when they have become exhausted and impatient to leave.
- B. Announce the next meeting--date, time, place, main agenda items.

*From: Baird, John E. (1965). A Guide to Conducting Meetings. Nashville: Abingdon, p. 81.*