

- **Conducting Meetings key Points:**

- It's important for members to feel that club meetings are a good use of their time and that they can participate in different ways.
- Clubs have the flexibility to choose how often they meet, as long as they meet twice a month.
- Clubs can have a variety of meeting formats. They can rotate the meeting location; meet virtually, in person, or both; and use meetings to plan or conduct service projects, social events, and fundraisers.
- Survey your members to see what they are interested in. Your club should adapt to meet your members' needs rather than expecting members to adapt to your club.
- When planning meetings and events, keep in mind the needs and abilities of all members, including people with disabilities, families with young children, and professionals of all ages.
- Designate someone in your club to greet and assist guests so they feel welcome and able to fully participate in the meeting.
- Meet with your club board regularly to discuss goals and initiatives.
- Has your club varied its meeting format and frequency?
- Are your meetings well attended? If not, why not?
- What would motivate members to attend more meetings?
- How does your club gather opinions about the format and content of your meetings?
- Do you consider diverse perspectives when you make decisions about the meeting experience?
- What practices can your club put into place to ensure that guests are welcomed and have a positive experience?
- Is your club welcoming and accessible to families with young children, people with disabilities, and people whose schedules don't allow them to attend regularly?
- What are other ways members could participate in club meetings?
- How could your meetings and board meetings be improved?
- What do you do at your club assemblies? How are they different from club meetings?