

# RSO Resource Guide: Running A Meeting

Running an effective meeting is very important! If members view the meetings as useful, engaging and efficient, they will continue to return and work to reach organizational goals. Take time after each meeting to consider the following as an executive team.

## Ask yourself...

Were members notified of the meeting time and location with reasonable amount of time?

Was the meeting room reserved and ready for the meeting?

Was the agenda prepared and distributed to members before the meeting?

Was the purpose of the meeting clear?

Was a full meeting warranted? Was there enough to discuss or a clear goal?

Did the meeting start & end on time?

Were members given the opportunity to add to the agenda, if appropriate?

Were all committees and officers prepared with reports or discussion items?

Did your group stick to the agenda?

Were all discussions relevant to agenda items?

Was everyone given the chance to share ideas?

Were discussions and decisions clear? Did the leader take the time to answer questions?

Are there follow up tasks? Were they appropriately assigned?

Did you complete the agenda items and discuss all relevant issues?

Is the next meeting planned?

Were the minutes sent in a reasonable timeframe?

**Ideally, all items would be a resounding “yes!” If you answered “no” or “maybe?” you may want to discuss with your organization leadership or advisor different ways to improve those areas. Some groups use timers to reduce extended or repetitive discussion. Some groups have to institute a “talking stick” to reduce excessive conversation.**

If you have further questions, please reach out to us!

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