



How to Hold A 10 Minute Meeting

BEFORE YOUR MEETING, POST THE MINUTES FROM THE PREVIOUS MEETING ON YOUR BULLETIN BOARD.

2 Minutes

Give a brief overview of major topics covered at the most recent AR meeting. Remind them to read the minutes you post in the faculty room. This keeps our members informed.

4 Minutes

Talk about current issues and see a consensus. This tells our members that you value everybody's ideas and suggestions.

3 Minutes

Review a current issue close to the hearts of the members you know best. While this may not be a burning issue for all members, it should be important to those at your school.

1 Minute

Tell our members about a recent Association success and thank them for their support. This will encourage members to be positive.

Time's Up!

Tell members that they may talk with you after the meeting if they have questions or concerns. **THANK THEM FOR COMING!**