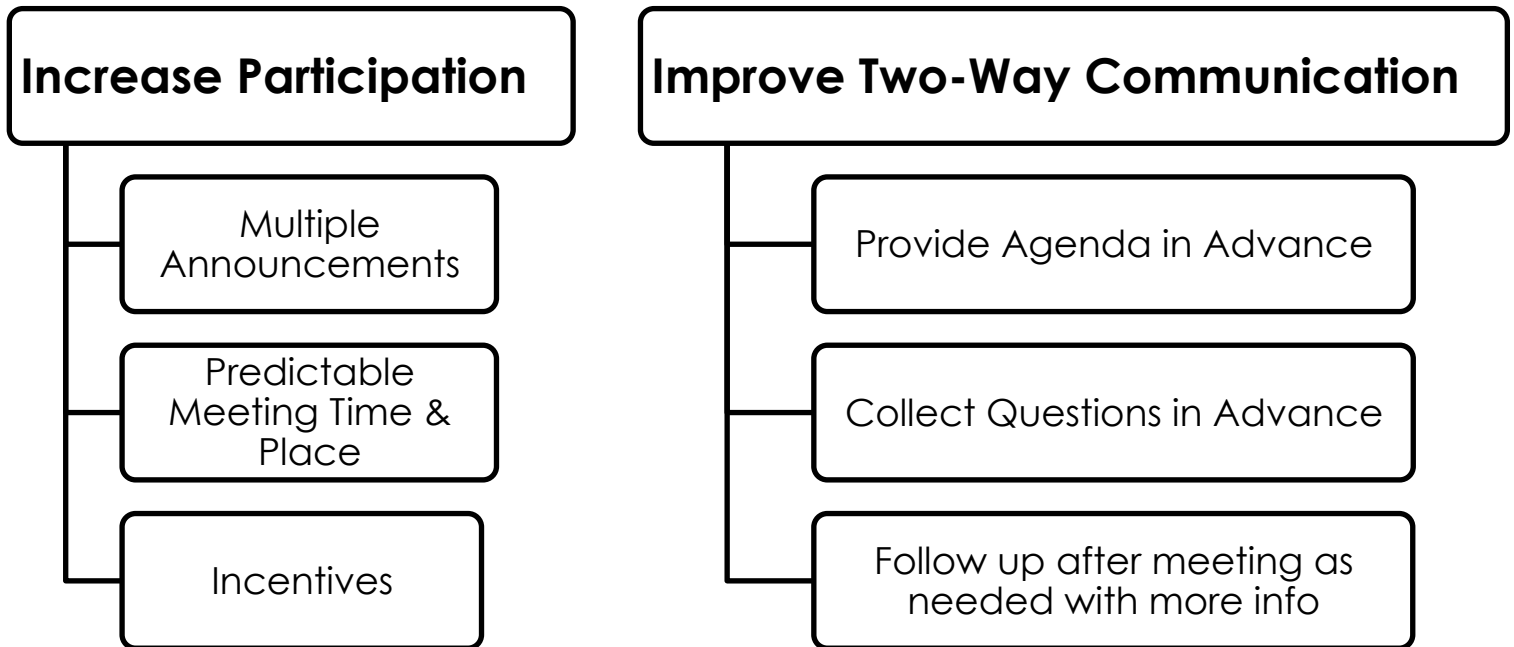


SMMCTA 10 Minute Site Meetings

Set **GOALS** for site meetings



Set **AGENDA** for site meetings

- Effective agendas support both goals. People will keep coming back if their time is respected and they get something useful from attending.
- Components of the 10 Minute Agenda
 - Deliver information from Rep Council, or contract language specific to timely site issues (2-3 minutes)
 - Allow time for action items (writing letters, signing petitions, voting, etc.) (4-5 minutes)
 - Answer member questions (3-4 minutes)

Adjust times depending on agenda. For example, there may not be an action item, or you may need 7 minutes to give info from Rep Council. **Always allow time for member questions.**

You may find it helpful to have a sign in sheet at each meeting, and someone to take notes, especially during member questions.

Always thank members for attending a meeting, volunteering etc.

Evaluate the meeting. Did you stick to the agenda? Are there items for follow up?

Share the work among site reps, or recruit volunteers to stuff mailboxes for example.

