

President's Meeting Guidelines

Date of Meeting: ----- / ---- / ----

Total attendees.....

Occasionally play Greening the Desert video before the meeting for new people. (if not, mention it at the end of the meeting via our website)

Give 5 min warning for meeting to start. (**START ON TIME**)

Introduce meeting. Welcome to everyone, especially new people.

Ask for show of hands for people attending for first time. (ASK where they heard about the meeting) (Numbers..... / Where from)

Come say hello after meeting and if you have any questions, I can point you in the right direction.

Occasionally promote use of NAME TAGS (explain name and town idea / colour code)

Promote membership and what you get for it.

Announcements (EMPHASISE to keep them short ie, no life stories or 5min rants)

Format of this meeting, including supper.

Introduce Guest Speaker properly. Brief summary of background etc. (Speak to them prior to the meeting)

Brief Guest Speaker beforehand on the time cards. – Ask them to repeat any questions asked so the entire group can hear the question (if mic is not available in time).

Q&A – ensure a person (not Wayne) is set up to run around with a mic for Questions. Ask people to stand.

Raffle draw- have kids organised to draw tickets beforehand to ensure it happens quickly.(Explain what the prizes are and what the raffle funds go towards)

For new people, mention open gardens (members only), or local community gardens (Cooroy- Boreen Point – Sunshine Beach – Peregian Beach – Yandina Blue House – Caloundra)

Ask new people for feedback +ve or –ve at the end of the meeting.

Promote the opportunity to learn / serve via various tasks at the meetings and on committee.

Suggest car pooling and inviting friends to the next meeting.

Thank everyone for coming. Mention supper. Gold coin donation. Please help put chairs / tables away.

General Meeting ideas and notes:

Ensure there are Meet n Greet people at the door.

Have a person organised in advance to help guest speaker unload gear if needed, ensure there is a glass and water available whilst they speak, and to bring them a drink n food after meeting. (sometimes guest speakers get horded with people asking questions). Ask what they'd like before the meeting starts.

Perhaps at the following committee meeting, the committee can discuss and give each speaker a rating for future bookings.

Some speakers travel a long way to give what they feel is an important talk. As do some visitors who want to hear the talk. If parents can't / won't control noisy kids, deal with it any way that's appropriate to stop the interruption.

Summary of meeting:

Speaker 1 Rating (out of 10)

Notes

Speaker 2 Rating

Notes

Speaker 3 Rating

Notes

Meeting Time Schedule:

6.30pm5 min Start time (Presidents welcome and intro)

6.35pm10 min aprox (Announcements)

6.45pm min (first speaker)

.....pm..... min (2nd speaker)

7.55pm meeting wrap up and raffle draw

8.00pm.....Supper