

CHECKLIST FOR MONTHLY UNION MEETINGS:

- Executive Board met and planned the agenda
- Think about how to make the meeting engaging and interesting; will people want to come back?
- Notices of the meeting with agenda posted and/or given to members - (*how to get the word out more effectively?*)
- Officers and committee chairs asked to make reports
- Correspondence streamlined, prioritized, and condensed
- Meeting hall is ready (tables and chairs set up, clean, etc.)
- Equipment is ready (flip charts, in-focus projector, media etc.)
- Child care available for members who may need it
- Materials are ready for distribution

Agenda

Financial reports

Minutes of last meeting

Committee reports

- Arrangements made for any guests or special speakers
 - ✓ Notified of place and time they are expected
 - ✓ Officer or Board member assigned to greet and look after their needs
 - ✓ What they are to discuss and for how long
 - ✓ Equipment requested is provided
- Refreshments are arranged
- Other _____