

How to Hold a Club Executive Meeting

An Executive Meeting for Toastmasters is a meeting of the seven club officers. This is where the planning and the "behind the scenes" work happens for the club.

The club President should hold an Executive Meeting each month, regardless of how big or small the club membership is.

Instructions

1. Set a time and date for the meeting. This may seem like an obvious step, however, it is important that you set a date when all or most of the officers are able to attend.

It is appropriate for the club President to set all of the dates for the Executive Meetings for the year, if he/she wishes. This way, the officers have plenty of advance notice to help them prioritize the meetings into their schedules.

2. Prepare for the agenda by contacting all of the officers individually. Ask each officer what topics or events he/she wants to discuss and put it on the agenda.

Make sure you ask how much time they think they will need to discuss their items of business and plan accordingly.

3. Create an agenda outline. There is usually a lot to discuss during a club officer meeting. An agenda is a critical tool for keeping on track so that everything can get covered. The agenda helps keep the meeting on time, so that a one-hour meeting does not turn into a three hour series of discussions.

It is highly recommended that you put times on the Executive Meeting agenda for each segment of the meeting. This keeps any one officer or item of business from monopolizing all of the meeting time.

4. Fill in the agenda with the following components:

- President calls the meeting to order.
- Reading of the Secretary's minutes of the previous meeting, and formal vote to approve them.
- Individual officer reports, in order of ranking, starting from the Sergeant at Arms. Make sure these reports are brief, as business items will be allowed time later in the agenda for discussions.
- Previous Business items. (list them, having received the information from the club officers and committee chairs in advance)
- New Business items. (list them, having received the information from the club officers and committee chairs in advance)
- Announcements or closing thoughts
- Adjournment

5. Keep control of the meeting by following the agenda and its printed times. If

a discussion gets out of hand or comes to a stand- still, an officer can move that the business item be tabled for later discussion.

6. Use Parliamentary Procedure to keep the discussions and decision-making moving along smoothly.

7. Create committees to facilitate delegation of tasks. It's okay to have a committee of one or two people. Forming an official committee gives the Chair authority, confidence and reason to delegate tasks to fellow members to help.

Forming a committee also helps ensure that whoever has volunteered to be Chair or serve on the committee is committed to the project. It solidifies the commitment of the volunteers.

Tips & Warnings

- It's up to the club President to decide how often Executive Meetings should be held. Once a month is appropriate for larger clubs, while once every six weeks may be sufficient for smaller clubs.
- Club members that are non-officers should be welcome and encouraged to attend the meetings.
- The President should set the tone for respect in the meeting, serving as a role model for keeping order and showing respect to other officers' opinions.
- If the club officers are having trouble following the timing on the agenda, then bring the timer, including the lights, to the Executive Meeting.
- It is not appropriate for guests or non-members to attend the meetings.
- Do not be rigid in your expectations for the length of time for which the meetings should be. If one hour is not enough, then try for 90 minutes next time. If 90 minutes is still not enough time to cover all the business items, then consider meeting more frequently.