|  |  |
| --- | --- |
| **Effective ALD Chapter Meetings:**   1. Clear mission, reason for being 2. Members value organization 3. Clear goals, planning, calendar, roles 4. Good attendance at meetings 5. President shares leadership roles 6. Effective committee structure 7. Excellent communication 8. Regular agendas, records 9. Leaders generous with praise, thanks 10. Members know, respect each other 11. Efficient, orderly meetings 12. Activities benefit members, serve others 13. Strong advisor commitment 14. Delegated responsibility—tasks clear 15. Treats, fun, humor, camaraderie 16. Smooth transitions from year to year 17. Publicity of group accomplishments 18. Personal growth encouraged 19. The group works within a budget 20. Technology used effectively 21. Time devoted to reflecting, evaluating | **Signs of Meeting Problems:**  (Note: Every chapter experiences these problems at some point.)   1. Dwindling attendance 2. Overcommitted officers, advisor 3. Meeting times don’t work for too many 4. Members don’t know each other 5. Meetings dominated by officers 6. Weak follow through on plans 7. Meetings end without clear task delegation 8. Officers have not cohered into a team 9. Late meeting announcements, agendas 10. Infrequent meetings or meetings get off track 11. No clear procedures for getting things done 12. Disrespectful or bored behavior at meetings 13. Weak communication between meetings 14. Weak mentoring of new leaders 15. No celebration of accomplishments 16. Officers selected without application or speeches outlining their qualifications and goals 17. Organization lacks administrative support |
| **Most Common Questions of New Presidents:**   1. How can I motivate officers, members? 2. When should we meet and how often? 3. How do things get done on our campus—reimbursements, room reservations, etc.? 4. What is the best way to run a meeting? 5. What is my role? What should I delegate? 6. What does the group need to do when? 7. How can we attract members to meetings? 8. How can we get members involved? 9. What is officers aren’t attending or doing their jobs? 10. What are the roles and responsibilities of each officer and the advisor? 11. Are there resources that can help me be a good leader? 12. What is our financial situation? | **Creative Ideas for Meetings:**   1. Bring treats to meetings 2. Begin with brief get acquainted activities throughout most of the first semester 3. Provide incentives for meetings: raffle items,   point system   1. Devote time to academic opportunities,   leadership, and success training   1. Use meetings to do service projects 2. Invite successful alums to meetings 3. Wear tee-shirts on meeting days 4. Build partnerships with other organizations on campus and in the community 5. Share ideas from the National ALD website 6. Occasionally meet in different locations 7. Hold officer meetings before member meetings 8. Celebrate individual and chapter successes 9. Use meetings to promote Trow, Stemler 10. Use meetings to scrapbook 11. Take lots of photos for scrapbook, social media 12. Do more by setting up committees led by officers, made up of members 13. Hold officer retreats each semester off-campus |