



## How to Conduct Effective Leo Meetings

### The Golden Rule

*Unless it's absolutely necessary, a meeting should not exceed 60 minutes. Ideally it should be limited to 45 minutes*

### Organizing a Meeting

3 main aspects of a meeting

- 1) Planning the Meeting
- 2) The Actual Meeting
- 3) Follow-up

### Planning

***"If you fail to plan... You Plan to fail"***

- › Identify the objectives for having the meeting. Is it really necessary?
- › Identify the target audience. Who should be invited?
- › Date, Time and Venue should be arranged. This should be convenient to a majority of the attendees if not all
- › All the above should be properly communicated. Notices should be sent well in advance

## The Agenda

The most important aspect of planning a meeting is preparing the Agenda. The entire meeting depends on it!

### **IMPORTANT**

- › Include every important item for discussion.
- › Should clearly define who handles the different items on the agenda.
- › Should clearly indicate the time allocated for each item of the meeting.
- › Should be prepared in a manner which allows all invitees to participate and express their opinions.

### Suggested Agenda for a Leo Club General Meeting

Item	Duration
Inviting Dignitaries to the Head Table	1 min
Meeting called to Order - Chairperson	1 min
National Anthem	2 mins
Pledge of Allegiance to the National Flag	1 min
Leo Pledge	1 min
Introduction of the Head Table	2 mins
Self-Introduction of Leos, Lions and Guests (If needed)	2 mins
Welcome Address	2 mins
Reading of Previous Meeting Minutes	3 mins
Treasurer's Report	2 mins
Project Reports	7 mins
President's Address	5 mins
Any Other Matters	5 mins
Introduction of Guest of Honor (In case of official visits)	2 mins
Speech by Guest of Honor (In case of official visits)	5 mins
Introduction of Chief Guest (In case of official visits)	2 mins
Speech by Chief Guest (In case of official visits)	7 mins
Presentations to Guest of Honor and Chief Guest (In case of official visits)	1 min
Closing remarks by the Leo Advisor	2 mins
Vote of Thanks	2 mins
Termination of Meeting	1 min

## Agenda Point by Point

### Inviting Dignitaries to the Head Table

- › Just call out the names & avoid mentioning their designations
- › Names should be called beginning from the lowest ranked person upwards
- › i.e. If the Chairperson of the meeting is calling out the names then the Chief Guest's name should be read last if not the last name read out should be the Chairperson's

### Calling the meeting to Order - Chairperson

- › i.e.: "I call the general meeting for the month of ..... to order. Please rise for the National Anthem followed by the Pledge of Allegiance read by Leo .....and the Leo Pledge by Leo....."

**National Anthem** - Please sing both verses.

**Pledge of Allegiance to the National Flag** - Should be repeated by the others

**Leo Pledge** - Everyone should know it by heart and join the person reading it out.

**(IMPORTANT:** Please be ready at the podium. Others should not be made to wait for you until you come up).

### Introduction of the Head Table

- › Starting with the Chairman it should be done from the highest ranked person downwards along with their designations.
- › It is properly done following the 'right-left-right-left' method

### Self-Introduction of Leos and Lions

- › If you invite a guest, it is your duty to introduce him/her to the others

### Welcome Address

- › Is the only item on the agenda where you greet the entire head table individually

### Reading of Previous Meeting Minutes

- › Please make it as short as possible
- › Check from the audience if the minutes are in order
- › Get 2 people who were present at the previous meeting to propose and second that the minutes are in order

### Treasurer's Report

- › Check if the Report is in order.
- › You only 'second' a Treasurer's Report.

### Project Reports

- › Club Directors, Project Chairperson's should read out their reports of projects concluded or happening at present.

### President's Address

- › Please make it as short and should not be a 'Project Report'.
- › Should encourage, motivate and appreciate the members.

### Any Other Matters

- › Secretary can make announcements of invitations received from other clubs.
- › New ideas are generated for projects. Please get everyone to speak out.

### Introductions of Guest of Honor and Chief Guest

- › Make it short, interesting and personalized.
- › The Leo doing the introduction should invite the person for the speech stay at the podium till they come up and shake their hands and welcome them

### Presentations to Guest of Honor and Chief Guest

- › Please give something practical and useful and select the token of appre.

### Leo Advisor's Remarks

- › Should not be a speech since no one is allowed to speak after the Chief Guest addresses the audience.

### Vote of Thanks

- › The Vote of Thanks is 'Proposed' & NOT 'Delivered or Made'
- › Should not be a speech.

## During the Meeting

- › Go well ahead of time and ensure that everything is in place.
- › See to it that the chairs / tables / registration forms etc. are in order
- › Talk and greet everyone who comes in. Make everyone feel welcome if people with responsibilities are getting late appoint alternate people for the job  
Start on time!!!
- › Stick to the Agenda!!!
- › Speak clearly and to the point.
- › Avoid unwanted stories or jargon. Don't hint at people.
- › Take down minutes / action by notes (Very important!!!)
- › Appreciate people for their efforts. Allow everyone to come out with their ideas
- › Maintain discipline and order. Use the Gong and Gavel when needed!
- › Never leave the Chairman's seat empty. The VP or an appropriate person should take it if the President / Chairman leaves the seat.

## After the Meeting

- › Try to organize something different to keep the members interested.
- › Re-arrange the venue in an appropriate manner.
- › If refreshments are served after the meeting, make sure to appoint people in charge of cleaning up as well.

## Follow Up

- › Ensure the minutes are circulated at the earliest.
- › Follow up with people who were handed over tasks.
- › Send thank you notes / email.
- › Remind them of the next meeting date.