

# How To Hold an Interest Meeting

## Guidelines

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An interest meeting is held to see how many students are interested in your club across campus. At the meeting you will want to explain:

1. The purpose of the club and what it is really about.
2. The goals for the organization and what you want to accomplish during the year.
3. What the time commitment will be for the group.
4. Events you would like to hold.

Also, at the meeting you will want to find out:

1. Who might be interested in having some sort of leadership role in the group
2. What are good times for the group to meet
3. What types of things the group would be interested in doing or participating in for the year.
4. Any ideas that they have for the group, you want them to feel invested!

Items you must have for the meeting:

- The agenda for the meeting - what are you going to talk about?
- Advertisement of the meeting (email and posters) out 72 hours in advance of the meeting
- Record of those interested students turned in within 24 hours of the meeting to the OCI Director (this can be your Petition to Start A Club form)

## SAMPLE AGENDA

Use your first interest meeting to get to the heart of why you're starting your organization on campus.

- Start with an introduction of yourself and how you came to be involved in this organization. Have all executive board members do this!
- Explain the mission of your organization and the goals that you wish to accomplish through this club. Refer to your club's constitution for this information.
  - Tip: it might be useful to have a handout ready with the description and contact information of your organization, especially if your meeting has a few late-comers!
- Have one or two goals that you want to get out of this meeting and tell your group what those goals are! Make it clear why you invited them to this meeting. e.g. "My goals for today's meeting are to tell you more about what we're trying to do here and find out who is interested in joining us."
- Who's Who? This is a GREAT chance to learn more about the students interested in your club and what kind of resources they can contribute to your group.
  - Have everyone state their name, year, and why they decided to come to the meeting. Get creative and make an ice-breaker activity out of it!
  - It is important to not only know who your members are, but also the amount of commitment you have among members, and what kind of resources exist within your group.

- Note: you may only have to repeat this section of the agenda in the first, second, or third meeting. Afterwards, we suggest keeping a few copies of this form handy in case you get some new faces in the future!
- Brainstorm! You might not be able to dig deep into all the different kinds of actions and events your student group can do over the course of the semester, but this is a great opportunity to lay the groundwork for future strategy meetings.
  - Brainstorm about all the different kinds of issues your organization might tackle and actions you might take together. We call this Divergent thinking.
  - Create a list of all the ideas presented at the meeting. Remember this meeting is about exploring! Stay open to everyone's ideas and consider all the possibilities.
  - At the end of your brainstorming session, cast a vote among your peers to find out which issues and actions resonate the most with your group. Record the results!
  - Note: depending on the level of attendance for your first meeting, this list is not meant to be exhaustive and should be flexible for future input. Nevertheless, it is useful to get a sense of how your members and potential-members see your group taking root on campus.
- Recap & Next Steps - This may be the most important part of your meeting's agenda! A lot was talked about during your time together - go over your meeting outcomes and plan for what happens next. You will also be helping out your Secretary taking notes!
  - What decisions were made? Were responsibilities delegated out?
  - Identify clear and measurable steps for action; label these actions as Next Steps. The more details, the better! Does a certain action have a deadline? Is your next step a goal, and if yes, is it measurable? (e.g. increase our membership interest by 50% over the next month).
  - Note: refer back to these 'next steps' in the first few items of next meeting's agenda. This will be useful to track your progress, ensure any necessary follow-up, and maintain the direction of your group.
  - For example: Was 'x' goal accomplished? 'Did we pull off a 'x' tabling event last week?' Has our membership increased?