

How to conduct SHG meetings

To conduct efficient meetings follow following steps

STEP 1. Prayer:

- All the members present will sing the song of “Jeevithana gelupundhani”
- The Song will help the member to keep in view their common goal and develop enthusiasm to achieve it.



STEP 2. Member's introduction:

- Each member will introduce herself by her name, groups name, village name, village organization name and her savings amount.
- The practice of members introduction will improve their ability to speak freely without shyness and develop self confidence.

STEP 3. Member's Attendance:

- While the members were introducing themselves, the bookkeeper will record the attendance in the register.
- The names of the absentee members and late comers and the fines to be imposed will be recorded as per the group norms.
- This practice will act as a deterrent to the members and make them alert and disciplined for their meetings.

STEP 4. Review of previous meeting decisions:

- The Bookkeeper will read out the decisions of the previous meeting and the group will review the following items:
 - i. Fines to be collected from the previous meeting absentees and latecomers
 - ii. Loan installments to be collected from defaulters of the previous meeting
 - iii. Previous meeting savings not paid by members if any
 - iv. Purchase of assets through the loans disbursed in the previous meeting
 - v. Asset verification report on the loans by the non loanee members
 - vi. Remittance particulars of cash balance of previous meeting in the bank account
 - vii. Handing over the previous meeting cash balance to the presiding member of the present meeting,