

Effective Meetings





Mission Statement

“Our mission is to provide every student with a meaningful service opportunity. We seek to instill in the heart and mind a desire to give lifelong service.” Supporting this mission are six guiding principles: safety, respect, reflection, revelation, selflessness, and meaning.

Importance of Effective Meetings:

- In order to help provide “meaningful service opportunities,” we as leaders need to be prepared and organized!
- We can be better prepared and organized by having WEEKLY meetings
- To have an effective meeting, try using an agenda!



Keys To A Successful Agenda:

- Purpose
- Accountability
- Goals
- Plan of Action & Assignments



Purpose

“Life without purpose is like a body without a soul.”

pur·pose

/ˈpɜrpəs/

Noun

The reason for which something is done or created or for which something exists.

- **A good purpose focuses on :**
 - **End in mind**
 - **Mission of Y-Serve**
- **Why is it important to have a purpose for each meeting?**
- **What do you want to accomplish from the meeting?**

Accountability

“It is not only what we DO, but also what we do not DO for which we are accountable.”

- **Follow up from the previous meeting**
 - Was the task completed?



Goals

“Set your goals high, and don’t stop until you get there.”

- **Focused on the mission of Y-Serve**
 - “...provide EVERY STUDENT...” = Recruitment & Retention
- **6 guiding principles:**
 - Safety
 - Revelation
 - Meaning
 - Reflection
 - Selflessness
 - Respect
- **Have a plan of action!**



Plan of Action & Assignments

“A goal not written down is merely a wish.”

- Calendar
- Checklist
- Specific assignments to specific person
 - Histories (update after each event)
 - Statistics
 - Meetings
 - Daily Email Checks



Example of a marketing calendar:

January						
					1 Contact RAs in freshman dorms to announce event in monthly meetings	2 Create a Facebook event and invite all our friends and wants
3	4 Put posters up across campus (need to be rented ahead of time)	5 Email daily universe and BYU calendar to make event public	6	7	8	9
10	11 Put fliers in departments across campus	12 Make announcement in all institute classes	13	14	15	16
17 Put an announcement on all ward Facebook pages	18 Contact teachers to make announcements in classes	19	20 Send out a text to all our friends to personally invite	21	22 Event day	23 Take down fliers and advertisements
24	25	26	27	28	29	30
Review and analyze marketing efforts in all campaigns						
31						

Reminder for CSP Luncheon

Date: March 15th

Time: 12:00-1:00

Location: Garden Court

Nominate CSP

*Please sit with your CSP, have good manners and be respectful!



Service Council Applications!

- Everyone should apply!
- Pick up applications directly from Chris Crippen
- Applications are due March 10th!

