



Committee Meetings

The meetings are the glue that hold a committee together. The work happens after the meetings, but coming together creates that sense of community, inspiration, motivation and direction.

Meeting *best practices*

- Introductions - share CMT connections
- CMTA mission update
- Absent member report(s)
- Celebrate successes
- Clear action items
- Have FUN!
- Be mindful of time - adjust agenda items if the meeting is getting too long
- Solicit feedback from attendees and make adjustments for future meetings

How often should Committees meet? What should be discussed?

This is going to depend on your market. Typically, you want to meet 5 times, but depending on who is on your committee, this can vary widely. Here is a rundown of meeting topics if you do meet 5 times. Things can be drawn out or consolidated based on how many meetings you can host for your market.

- 1st Meeting – informational and set goals collaboratively
- 2nd Meeting – continued coaching and tools provided, prospect for teams, sponsors and in-kind donors. Determine deadlines for tasks.
- 3rd Meeting – follow up, re-evaluate goals, motivate
- 4th Meeting – track results, inspire, provide campaign updates and status of tracking goals
- 5th Meeting – continue tracking results, inspire, provide campaign updates and go over day of plans

Agendas

- Draw up initial agenda and review with Andi
- Be realistic about what you can accomplish
- Ask for updates from committee members before the meeting to help craft the agenda