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**Running a Productive Meeting**

**How We Do It**

1. **Turn-Out:** Phone Calls and Reminder letters
	1. *Officers* and *Members* do this.
	2. Makes sure we are all there and on time.



1. **Planning Meeting:** Pick Topics, Make Agenda, Assign Roles to Officers.
	1. *Officers* do this.
	2. Helps make sure we learn new stuff.



1. **Pre-Meeting:** Run through the meeting and remind each other of our roles and what we want to say.
	1. *Officers* and *Advisor*
	2. Helps make sure we are prepared.



1. **The Meeting:** Where we plan out our community work or other activities, take action, and get updates!
	1. *Officers* and *Members*
	2. Allows us to plan and get involved in action.
	3. Need to agree on rules during meeting and follow them.
2. **Evaluation:** Go over what happened at the last meeting. What was good and what was bad at the last meeting.
	1. *Officers* and *Advisor*
	2. *Officers* and *Members*
	3. Helps us make sure we are always getting better.



**Leaders Do the Work**

The officers help keep everything in line and going forward

*Example of in meeting tasks completed by officers in St. Louis.*

1. **President:** Makes sure that the meeting is moving along.
2. **Vice President:**  Will Step in for the president or others when there is a role not being filled. Also, will often present on topics.
3. **Secretary:** Makes sure sign-in happens, takes notes, and ensures handouts get to people.
4. **Sergeant at Arms:** Makes sure people are calm, respectful, keep phones off, and makes sure everyone gets back to the meeting after break.
5. **Treasurer:** Keeps track of People First Funds and leads the Fundraising committee.
6. **Steering Committee:** Represents People First of St. Louis at the People First of Missouri Steering Committee and will give regular reports on it. Additionally will help fill in gaps when needed.