PLANNING A MEETING

One of the basic roles of a co-chair is doing what is essential in advance of a meeting to insure that it runs smoothly. The fundamental tool for this purpose is POAG. The co-chairs work with one another and the committee members to prepare the meetings’ purpose, outcome, agenda and ground rules. Absent advance opportunity, the first thing a co-chair should do with a group at the beginning of a meeting is, develop and reach agreement on the POAG.

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Purpose:  Why we are meeting

- Without a clearly stated and understood written purpose, we can never be certain that we are all in the room for the same meeting.
- Purpose Statement = To + Verb (example: to list, to determine, to decide, to clarify, to identify, etc.)

Outcomes:  Results we intend to establish

- Given the purpose of the meeting, determine and state the results desired at the end of the time allotted.
- Outcomes = Specific, Concrete, Measurable results.

Agenda:  Sequence of activities designed to reach the desired outcomes

Ground rules:  Behaviors expected during the meeting