

# *Take the 'In' Out of Ineffective*

## Ten steps to running successful meetings



A guide for sport and recreation clubs and associations in Western Australia.



Department of Sport and Recreation  
Government of Western Australia

## Ten steps that make effective meeting groups

- 1 There is plenty of discussion but it's mainly on the point. If discussion strays, someone brings it back quickly – not necessarily the chair or leader.
- 2 The members understand their task clearly. They may have had to spend some time working this out but then they are committed to it.
- 3 The members actively listen to each other. They don't just keep silent. They give each idea a fair hearing and don't jump onto unrelated ideas.
- 4 The group does not evade disagreement. When there is a disagreement, or problem, the group uses its energy to focus on the problem, not the person.
- 5 Members are encouraged to reveal their opposition and not 'bottle it up' till after the meeting – a common fault in a weak group.
- 6 There is no personal attack either openly or by veiled suggestion. Members are inclined to give positive respect and recognition. They focus on overcoming obstacles.
- 7 The leader does not dominate. 'Leadership' shifts from time to time. The group uses different leaders for their specific abilities.
- 8 There is little evidence of power struggles and no posturing or point scoring. Control is not an issue – it's the job and the sense of teamwork which is important.
- 9 The members are conscious about their effectiveness as a team. They are very aware of their clients and are not self-serving as a group.
- 10 The group is capable of analysing a weakness in its performance and 'fixing it fast'.

## ...and seven that lead to ruin

- 1 Allowing one or two people to dominate discussion.
- 2 No one making an effort to keep discussions on track.
- 3 The members not seeming to understand their common purpose.
- 4 People ignoring other ideas while they prepare their own submission.
- 5 A lack of focus on the issue means the conversation strays off the topic.
- 6 Allowing disagreements to become personal attacks, leading to a breakdown in unity of purpose.
- 7 Allowing only a simple majority vote – which can mean a substantial number may be dissatisfied.

## Meeting forecast

A pleasant atmosphere with no sign of personal tensions on the horizon.

## Synopsis

After careful study of the chart and formula supplied, members have identified long periods of increased activity associated with the absence of pressure and internal storms.

Decision-makers will be cool and alert, with winds of change bringing enthusiasm, order and respect.

## Rest of state

Heated arguments and heavy falls in effectiveness will be confined to less informed organisations.

## Other Resources

This resource is part of the Club Development Scheme, which provides assistance to Western Australian sport and recreation clubs and organisations to become better managed, more sustainable and to provide good quality services to members and participants.

Other resources in the series include:

Clubhouse CD-ROM

- 1 Step by step... to starting a new club
- 2 Planning for your club – the future is in your hands
- 3 Taking the lead! A guide for Club Presidents
- 4 The key to efficiency – the Club Secretary
- 5 Show me the money – a guide for the Treasurer
- 6 Take the 'in' out of ineffective – ten steps to running successful meetings
- 7 Effective club meetings – a guide for the chairperson
- 8 Lighten the load and delegate – help for the overworked committee member
- 9 You have the answers – solving club problems
- 10 Marketing and promoting your club
- 11 Sponsorship – seeking and servicing a sponsor
- 12 Establishing your club constitution and becoming incorporated
- 13 Risky business – a club guide to risk management
- 14 Clubs' guide to volunteer management
- 15 Member protection for clubs
- 16 How to be more inclusive of people from diverse backgrounds
- 17 Passport into schools – linking sports with schools
- 18 Youth sport – junior sport policy
- 19 Long-term involvement – junior sport policy
- 20 Getting young people involved – junior sport policy
- 21 Physical growth and maturation – junior sport policy
- 22 Sport pathways – junior sport policy
- 23 Forming links – junior sport policy
- 24 People making it happen – junior sport policy
- 25 Quality coaching – junior sport policy
- 26 Making sport safe – junior sport policy
- 27 The law and sport – junior sport policy
- 28 Top 20 tips for officials
- 29 Top 20 tips for successful coaching



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