

CHAPTER MEETING TIPS

Many nonparticipating members indicate that they stopped attending meetings because of the length of the business meeting. Listed below are a few tips to keep your chapter meeting shorter and running smoothly.

1. Start meeting on time.
 - a) Use alarm on your phone to give 5 minutes notice.
 - b) If program is first, make sure presenter understands time limits and provide 5–10-minute transition time afterwards.
 - c) Guard may take password from sisters prior to start of meeting.
2. President prepares a written meeting agenda
3. Officers communicate prior to meeting:
 - a) All officers find their own pro tem and notify President when she will be absent from a meeting
 - b) Recording secretary emails minutes of previous meeting to President only for review
 - c) Program chairman confirms hostess, co-hostess and program presenter at least one week prior to meeting
4. Committee reports:
 - a) Place sign-in sheet for committee reports on president's table or predetermined location; then only call on chairmen that have reports
 - b) **OR** chairmen notify President by email *prior* to Zoom meeting
 - c) Committees meet outside chapter meetings and only report the results of that meeting
5. New Business:
 - a) Discourage long discussions by referring to a committee chair to report back at next meeting
 - b) Officers and committee chairmen prepare motions prior to meeting
6. All members wait until meeting is closed before making general or personal announcements and comments that are not P.E.O. related

Helpful tips to encourage attendance:

1. Plan joint programs and/or Guest Days with other chapters
2. Invite BILS to give programs
3. Check P.E.O. websites frequently for latest information and interesting programs:
 - a. www.ohiopeo.org
 - b. www.peointernational.org
 - c. www.cottey.edu
4. Consider varied meeting times and days: Saturday morning; Sunday afternoon; evening if your chapter is usually daytime; daytime if usually evening.
5. Assign each new sister a mentor who offers to drive them to meetings and perform the post-initiation counseling