

HOW TO HOLD A 10 MINUTE MEETING

- 2 minutes** – Give a brief overview of major topics covered at the most recent AR meeting. This keeps our members informed.
- 4 minutes** – Talk about a current issue and see a consensus. This tells our members that you value everybody's ideas and suggestions.
- 3 minutes** – Review a current issue close to the hearts of the members you know best. While this may not be a burning issue for all of the members, it should be important to those at your school.
- 1 minute** – Tell our members about a recent Association success and thank them for their support. This will encourage members to be positive.
- Time's up!** Ask members to leave their ideas, suggestions, or questions at the door. **THANK THEM FOR COMING.**