

SFOC

SLOW FOOD ON CAMPUS HOW-TO GUIDE

Checklist:

- Schedule the meeting
- Develop and share the agenda
- Encourage dialogue and discussion during the meeting
- Keep track of time and make decisions
- Share decisions and next steps with the entire group

Facilitate Successful Meetings

Shared by Slow Food USA's national office

About

SFOC chapter meetings are a great place to discuss the latest news and information about the food movement, plan events and gather food activists and allies. The most important criterion for facilitating an effective meeting are 1) building an agenda, 2) promoting dialogue, and 3) making decisions.

How-To

1. *Build an agenda.* To help organize a meeting, write an agenda. First of all, as part of constructing an agenda, consider how long the meeting will last. Will there be enough time to complete all the agenda items? Make sure all participants are aware of the length of the meeting and have a copy of the agenda so that the needs of the agenda are met. Have a time limit; meetings that drag on are often a root cause of student attrition.
2. *Promote dialogue.* Ensure that the agenda is about building conversation. Meetings should encourage all attendees to participate, share their ideas, and provide feedback about past or upcoming projects and programs. The agenda items discussed should have a purpose. As a meeting facilitator, know that the goal is to do something active as a result of these conversations.
3. *Make decisions.* The facilitator must know how to reach a conclusion. When a meeting ends after a long conversation that does not result in an action plan or a critical decision, participants feel confused, disengaged, and frustrated. A key role of a facilitator is to summarize a meeting's contents: give a clear platform from which the organization can move forward. Meeting conclusions, decisions, and end-points should be transparent to everyone at every stage of the process.
4. *Take notes and distribute them after the meeting.* These notes along with the three areas of focus above will give chapter meetings a sense of direction, which is important to any successful organization.



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