

# REGIONAL MONTHLY MEETINGS GUIDE

**Best practices for making monthly  
meetings effective and efficient.**





Caption: Members of the Korea Peace Now! New York chapter meet in 2019.

## BEFORE THE MEETING

- Create an agenda. Solicit suggestions from members whenever possible.
- Define the purpose of the meeting (ex: educate and present, advocacy training, discuss current affairs, call to action, etc.) and try not to cram in too much.
- Send out a meeting reminder at least one week in advance: Be sure to include the date, time, location (or Zoom link), and agenda. Ask everyone to RSVP.

## DURING THE MEETING

- Start with check-ins: Cultivate community by getting to know one another.
- Identify the facilitator and note-taker.
- Encourage all to contribute to the conversation.
- Unify all ideas into a clear, shared plan of action that everyone can get behind.
- Assign tasks and encourage folks to contribute in the way that best suits their skills and interests.
- Be sure to make note of any next steps, outcomes, and/or deadlines.
- Keep an eye on the clock and make sure not to go over time.
- Before ending the meeting, schedule the next meeting time and ask for volunteers for the next facilitator and note-taker. Be sure to rotate duties.



Caption: Members of the Korea Peace Now! Philadelphia chapter protest US-South Korea military exercises in 2021.

## AFTER THE MEETING

- Send a link to the meeting notes and a reminder of any next steps and deadlines.
- Include the next meeting date and Zoom link.

## TIPS

- Frequently acknowledge people's contributions and thank them for their time and dedication.
- Consider using a shared calendar so everyone is on the same page.
- Try to keep the meetings to no longer than one hour
- Avoid starting late, multi-tasking, deviating from the agenda, or going on long tangents
- Be respectful of people's limited time
- Have fun!