Effective Meetings
Mission Statement

“Our mission is to provide every student with a meaningful service opportunity. We seek to instill in the heart and mind a desire to give lifelong service.” Supporting this mission are six guiding principles: safety, respect, reflection, revelation, selflessness, and meaning.
Importance of Effective Meetings:

- In order to help provide “meaningful service opportunities,” we as leaders need to be prepared and organized!

- We can be better prepared and organized by having WEEKLY meetings

- To have an effective meeting, try using an agenda!
Keys To A Successful Agenda:

- Purpose
- Accountability
- Goals
- Plan of Action & Assignments
Purpose

“Life without purpose is like a body without a soul.”

- A good purpose focuses on:
  - End in mind
  - Mission of Y-Serve

- Why is it important to have a purpose for each meeting?

- What do you want to accomplish from the meeting?
Accountability

“It is not only what we DO, but also what we do not DO for which we are accountable.”

- Follow up from the previous meeting
  - Was the task completed?
Goals

“Set your goals high, and don’t stop until you get there.”

- Focused on the mission of Y-Serve
  - “...provide EVERY STUDENT....” = Recruitment & Retention
- 6 guiding principles:
  - Safety
  - Revelation
  - Meaning
  - Reflection
  - Selflessness
  - Respect
- Have a plan of action!
Plan of Action & Assignments
“A goal not written down is merely a wish.”

- Calendar
- Checklist
- Specific assignments to specific person
  - Histories (update after each event)
  - Statistics
  - Meetings
  - Daily Email Checks
### Example of a marketing calendar:

<table>
<thead>
<tr>
<th>January</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact RAs in freshman dorms to announce event in monthly meetings</td>
<td>Create a Facebook event and invite all our friends and wants</td>
<td></td>
<td>Put posters up across campus (need to be rented ahead of time)</td>
<td>Email daily universe and BYU calendar to make event public</td>
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<td></td>
<td></td>
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<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
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<tr>
<td>Put fliers in departments across campus</td>
<td>Make announcement in all institute classes</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Put an announcement on all ward Facebook pages</td>
<td>Contact teachers to make announcements in classes</td>
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<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>Send out a text to all our friends to personally invite</td>
<td></td>
<td>Event day</td>
<td>Take down fliers and advertisements</td>
<td></td>
<td></td>
<td>Review and analyze marketing efforts in all campaigns</td>
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<td>30</td>
<td>31</td>
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</tbody>
</table>
Reminder for CSP Luncheon

Date: March 15th

Time: 12:00-1:00

Location: Garden Court

Nominate CSP

*Please sit with your CSP, have good manners and be respectful!
Service Council Applications!

- Everyone should apply!

- Pick up applications directly from Chris Crippen

- Applications are due March 10th!