

RUNNING AN EFFECTIVE COC MEETING

Session Length: 50 Minutes

Learning objectives:

- Learn the important points of preparing for a COC meeting
- Learn the important points of running a COC meeting
- Learn the Six P's of COC meeting management
- Understand the roles of youth and adults during meetings

Required Materials:

- Flipcharts
- Power Point presentation file
- Sample Agenda



SESSION NARRATIVE

Introduction: 2-3 Minutes

Introduce yourself and the session at this time.

Trainer Tip: Use this opportunity to have your name, position in the OA, and contact information on a flip-chart sheet posted so session participants can get in contact with you should they have any questions after the end of the session.

John Kenneth Galbraith, a famous economist of our time once said,

***“Meetings are indispensable
when you don’t want to do anything.”***

This session is aimed at proving this very point wrong!

Today we will learn how to effectively prepare for, run, and manage a Council of Chiefs meeting. It is the job of the youth “under the guidance of their advisors” to *manage and prepare for the meeting!*

Let’s begin with meeting preparations.

Six P’s of Planning: 5-7 Minutes

Meetings do not organize themselves, and leaders do not attend meetings without a proper plan of attack. There are seven P’s of planning, which should be used whenever planning for a meeting which we need to know:

Prior Proper Planning Prevents Poor Performance.

Agendas are an important part of meeting preparations. They are used to inform your attendees and your audience which topics will be discussed and their organization during the meeting. Agendas should be sent out to all potential members of the meeting, but not necessarily everyone who may attend. They should not be created the afternoon of the meeting, nor should they be disregarded all together. A good agenda will help to facilitate timeliness during the course of the meeting.

Agenda Items: 15-20 Minutes

Agendas are like a well written script for a theatrical production. Everyone involved knows the timing, and everyone knows what parts of the play are in each act.

Let's continue the theatre or script analogy for a bit. Within most theatrical productions there are three main acts:

- Act One – the beginning or opening sequence
- Act Two – the middle or the meat of the play
- Act Three – the conclusion or the ending. Just like a play, each meeting should have these three parts.

Let's take each act of our meeting and come up with as many ideas of what should be included as we can. Keep in mind we're focusing solely on the Council of Chiefs meetings.

Trainer Tip: Solicit answers from the audience, focusing on youth first, then towards the end on the adults. *(Remember, youth lead, adult support!)* Ask another trainer, or an older youth to write each answer on the flip chart. Do not take your attention away from the audience, every moment you have your back turned on them to write something on the flip-chart is worth two moments lost in the session.

Act One – The Beginning:

Answers could include items such as: Obligation, Invocation, Flag Salute, roll call, Minutes from Prior Meeting, Section Chief Report(State of the Section), Lodge Reports, Quality Lodge Updates, Prior Meeting unresolved Issues to be presented.

Act Two – The Business:

Answers could include items such as: anything related to current business of the Section, Speakers, New business. Issues: Conclave, Operations Updates, National Events, Lodge Event Invites,

Act Three – The Conclusion:

Answers could include items such as: Staff Adviser's Thoughts, Section Adviser's Thoughts, Chief's Thoughts, summary of decisions and action items delegated to be followed up on, special arrangements or planning for the next meeting, and the singing of the OA song.

Conclusion

As we've demonstrated here, there are three main parts to the outline of a meeting. Now, following that outline is our objective.

To make sure the meeting flows with ease. This is the key to keeping your meeting both on time and on track. It also makes the meeting much more enjoyable and impressive.

Make sure each item on the agenda is given a time with which to abide by. If your meeting is planned to be only 90 minutes in length, it is wise to allot just the right amount of time on paper to each agenda item so that the meeting stays on track with the planned timeframe. When you get ahead of yourself, everyone will see that the meeting has moved ahead of the timeframe on the agenda, and all will appreciate the few extra minutes they've earned in the end.

Another *very* important key to keeping a meeting abiding by the agenda is to distribute a draft agenda to all attendees prior to the meeting. This distribution should also include minutes from the prior meeting, and can be sent via email or regular mail to participants of the meeting. This will help to educate everyone prior to arriving at the meeting which topics they should come prepared to discuss. Along with the distribution of drafts be prepared with plenty of copies for everyone.

- **The purpose of a Council of Chiefs meeting is not to plan an item but to report on the progress of the planning of an item. To ensure this succeeds contact the individual reporting the item on the agenda about 5 days in advance to receive a draft of the report, verbal or written. This ensures the preparation for the meeting has been made.**

Action items: 5-7 Minutes

Throughout the course of the meeting there are bound to be many topics that come up and will require further work outside the meeting. During the meeting be sure to mark these items on the agenda, or write them in at the end for follow-up. We call points of business that will require further follow-up outside the meeting action items. Before the conclusion of the meeting each action item should be assigned to an individual. No individual should have more than two or three action items. Remember, delegation is the most useful part of leadership.

Delegate... Delegate... Delegate!

All action items will require follow-up by the leader in charge. For example, if an action item is created to research possible future conclave sites, the Section Chief should delegate that action item to the appropriate individual, and they may ask permission to create a committee to assist and ensure a job well done. Although this action item is now in the hands of the committee, headed by the appropriate individual who was delegated it. They too must follow-up with the person under them in the committee.

Meeting ground rules: 5-7 Minutes

Sometimes it can be helpful to lay down a few ground rules for meetings. Often times the most problematic part of a meeting can be interruptions and intrusions. What sorts of ground rules should we follow during meetings?

Write responses on the flip chart.

Responses could include things such as: appropriate time for questions, youth response times versus adult response times, methods for youth to ask their adult adviser to handle a situation if they feel they cannot handle it themselves, and so on...

Conclusion: 5-7 Minutes

In conclusion we must remember to plan ahead, because *Prior Proper Planning Prevents Poor Performance*. Also, recall we discussed that each meeting is just like a theatrical production. Going into a play without a script can just be disastrous. Use your agenda just as a script with timing and everything. Lastly, make sure everyone knows the ground rules. Ground rules during a meeting will help to prevent unwanted or unwarranted interruptions.

ALWAYS REMEMBER

The Section Chief should always be in control of the meeting but the meeting should never turn into the Section Chief Show. The Section Chief should allow the individuals expected to report on the agenda items to do their job. Remember **Together Every Achieves More!**