



## How to Host a Successful Chapter Meeting

Throughout your chapters existence you will need to host general membership meetings to conduct chapter business and prepare for upcoming events. It is important to make your meetings interesting and worthwhile. If attendees feel that meetings are boring they will stop showing up.

Select a date and time that works well for your officer team. Check to make sure your meeting doesn't conflict with a major local event (even a popular sports team playing). When selecting a venue, consider your expected attendance and the audio-visual equipment you will need (projectors, screens, etc.). Be sure to pick a room that you know you can fill with people. Smaller rooms also offer more opportunity for members to socialize and get to know each other before and after the meeting. If possible, select a meeting location in a well-known, central location. If your meeting room is hard to find, plan to hang up signage so people can easily find the room.

## Promote Your Meeting

Start promoting your meeting as soon as you confirm your venue. Some ways to promote your meeting include:

- Sending an email (every week and on the day of your meeting) to everyone in your membership database
- Sending follow-up text messages (or phone calls) to everyone in your membership database (personal follow-up is highly effective)
- Always encourage your members and officers to bring a friend.

## Always Bring the Right Materials

It's important that you come to your meeting prepared with the right materials. Some of these materials include the following:

- Signage for outside the meeting room (as simple as a piece of paper with **bold** text on it)
- **Sign-up sheets to collect names, emails, and phone #'s from all attendees. THIS IS A MUST**
- A/V equipment (if needed) to show slides and/or videos during the meeting
- A handout about what ACT for America is (if it's your first meeting and/or a new member meeting).
- ACT for America materials (buttons, stickers, posters, etc.) – to giveaway or for sale to raise money for the chapter.



- Snacks and drinks

## **Prepare a Chapter Meeting Agenda**

It's important to prepare your chapter meeting agenda ahead of time. Meet with your officer team to develop a list of everything that needs to be covered. Check out our Sample Chapter Meeting Agenda for ideas on what to include. We recommend making sure that every officer gets a chance to talk (no one wants to hear one person talk for 45 minutes). As you plan your agenda, be sure to designate who will lead each activity and presentation. The ideal chapter meeting is 1 hour in length. Be sure to set time limits on each activity so that your meeting stays on time.

## **Follow-Up After the Meeting**

After your meeting, be sure to add all new members to your membership database. If new people attended, designate an officer to send a personal follow-up/welcome message to the new members. A sample message is below:

*"Hey {Name}!*

*Thank you for coming to our ACT for America meeting last night! It was great to meet you. Next (Day) our chapter is participating in (chapter event) at (location, time). If you're available, I'd love for you to stop by and join us! We're having our next meeting on Thursday, May 4th at 7:00pm at {Location}. Will you be able to make it? Thanks again for coming! I hope to see you soon!*

*All the best,*

*{Your Name}"*

## **Sample Chapter Meeting Agenda**

### **I. Sign-In Reminder**

- A. Ask members to sign-in as they arrive. Remind members who didn't sign-in to do so before the meeting starts.

### **II. Officer Introductions**

- A. Introduce the officers.

### **III. Chapter Update**

- A. Provide a brief update on the activities of the chapter; summarize the success of previous events and recognize the people who made those events possible.
- B. Promote upcoming events and activities.



C. Invite members to sign-up for committees, recruitment opportunities, and upcoming events.

D. Invite members to suggest ideas for upcoming events or activism initiatives.

#### IV. Main Activity (ideas below)

A. Organize a debate, panel, or video screening/discussion.

B. Discuss talking points for an upcoming activism event. Ask members to contribute ideas.

C. Make protest signs, organize a lobbying day, brainstorm recruitment ideas and opportunities.

D. Watch an ACT for America or educational video

E. Plan an ACT for America approved activism event (listed on pages #-#)

#### V. Closing

A. Take a group picture to document your meeting.

B. Give a final reminder to sign in