

MODELS

Committee Meeting Agenda

Here's one way to structure a committee meeting to involve people in the work of organizing their union and have a clear plan to win!



OPENING AND INTRODUCTIONS

- Review agenda for the meeting.
- Agree to a time to end the meeting
- Be sure to do introductions and use a brief icebreaker question that helps people to get to know each other or share hopes and vision.

UPDATES AND CAMPAIGN STATUS

- People report back on assignments and new developments in the workplace or community (including outreach, support, questions, new members, leadership recruitment and employer activity).
- Put current activity into context of the overall campaign and the steps to win.
- Discuss strengths and weaknesses. Are things going as expected? Figure out what to focus on for next steps.

ASSIGNMENTS AND TRAINING

- People take assignments for ways they can help with the next steps. Ask for specifics; for example, who talks to whom? When? What help is needed?
- Chart out all the assignments with the group and make sure everything is covered.
- Provide education, role-plays or discussion that helps give people the tools they need to succeed.

Next Steps

- Agree on what needs to happen in the next week.
- Discuss what impact that will have on the success of the campaign.
- Discuss obstacles people think they may face and brainstorm solutions.

WRAP UP AND ADJOURN

- Briefly review the plan with the group.
- Identify any needed follow-up work (further training, materials or information needed before the next meeting).
- Agree on the next meeting time and place.
- End the meeting on a positive note; make sure people feel motivated and prepared for the next steps.
- Adjourn on time!

Follow Up

- Call committee members to ask how they thought the meeting went.
- Check in midway to see how people are coming along.
- Be prepared to adjust if unforeseen obstacles arise.
- Keep everyone motivated!