

**CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
COUNCILS, COMMITTEES AND TASK FORCES**

HELPFUL HINTS FOR CONDUCTING MEETINGS

Your ability to achieve your group's objectives is directly related to the way in which you conduct meetings. These are some helpful hints that may help you in that process:

1. Start on time.
2. Make sure everyone is introduced with a brief biographical background.
3. Start with a clear statement of the objectives of the meeting and what is to be accomplished.
4. Review the facts. Take time to lay the groundwork before getting to specific suggestions on each agenda item.
5. Encourage participation. To initiate discussion, direct a challenging question to a member or to the group.
6. Remember that members of a committee are well informed in certain areas and not in others. Some of their thinking may be based on opinions and not on facts. Evaluate these on the basis of the individual's background and experience.
7. Keep the meeting moving.
8. Keep members on the subject.
9. Summarize major points during the course of the meeting. This will facilitate orderly progress through the discussion.
10. Pay attention to factors that may be affecting relations between members.
11. Talk to the group as a whole. Avoid a prolonged speech directed to one person. Search for reactions to what you are saying.
12. When someone else is talking, listen and indicate your reactions. A member needs the recognition you can give by an honest reaction, either positive or negative.
13. If there is a lack of interest, consider a brief recess.
14. Solicit opinions and experiences, especially when disagreements occur.
15. If you sense trouble, break off the discussion or argument and revert back to work on the facts and direct experiences.

**CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
COUNCILS, COMMITTEES AND TASK FORCES**

Helpful Hints for Conducting Meetings, (continued)

16. If you are losing attention, direct a question or step up the meeting pace.
17. Try to draw out silent members. Direct an easy question to these members or ask for an opinion on a relatively easy matter.
18. If there is domination by one or more members, direct thought-provoking questions--ask for their cooperation.
19. Adjourn on time.