



Cabrini College students gather for a CRS Student Ambassador meeting

# effective meetings

## TIPS AND IDEAS FOR CRS STUDENT AMBASSADORS

Meetings may not sound like the most thrilling part of campus programming, but running a good meeting is a key step in having an impact on campus. It is also a great way to develop your leadership skills, as most career paths involve leading and participating in regular meetings. A bit of planning ahead can make your meeting attendees much more engaged and help you to accomplish real work, rather than just “meeting for the sake of meeting.”

### MEETING TIPS

- **SCHEDULE** the meeting well ahead of time and make sure that all necessary people are informed. You may want to have some open meetings for all interested students as well as some smaller meetings just for a leadership team.
- **CREATE AN AGENDA** for the meeting so that everyone has a visual of what will be covered and what the goals are. Stick to the agenda as much as possible. Include times so that you respect everyone’s schedules and finish on time. This will allow you to cut off conversation when necessary in a fair way. See a sample agenda on the back.
- **DESIGNATE** someone to take notes ahead of time, and make sure each section of the meeting has been delegated to someone to lead prior to the meeting so that he or she can prepare.
- **MIX IT UP.** Make sure the meeting is a good balance of sharing information, conversation, brainstorming, decision-making, education, planning, action, etc. One person shouldn’t just talk at the group the whole time, but rather the meetings are a time for the group to work together on common goals and delegate responsibilities so that additional work is accomplished before the next meeting.

- **NEXT STEPS.** Always conclude the meeting with a clear list of next steps. This list should include who is responsible as well as the deadline. You should always schedule the next meeting or check-in time.
- **HAVE FUN.** Try to take some time during the meeting to have fun and build community. This could involve having snacks, sharing prayer and reflection, telling a funny story or going out for dinner after the meeting ends.
- **KEEP IN MIND THE MISSION.** It can be easy to get caught up in differing opinions or ideas, especially when planning events and strategizing about your work on campus. Remember, though, that it’s all in the service of building a better world, so be sure that your interactions are constructive and fruitful.
- **ASK FOR FEEDBACK** on the meeting, either in the moment or in an anonymous way. Remember, developing your effective-meeting-leading skills will not only be beneficial for your work as a CRS Student Ambassador but long into your future as well.

### QUESTIONS FOR YOUR GROUP

- If we have had regular meetings in the past, have they been effective?
- How can we ensure enough planning ahead to make our meetings productive?
- How can we better incorporate community building into our meetings?
- How can we make sure our meetings are a balance of business, prayer, education, reflection and fun?

# SAMPLE MEETING AGENDA

## CRS Student Ambassadors General Meeting

Change the World University

Tuesday, September 6, 2016 | 8:00 p.m.

Campus Ministry | The Go Green Room

### WELCOME | 8:00 p.m.—8:05 p.m.

Leader | Nelson Mandela

- Welcome attendees
- Sign in sheet
- Snacks (fair trade chocolate & coffee, perhaps)

### OPENING PRAYER | 8:05 p.m.—8:10 p.m.

Leader | Dorothy Day

- [A Moment for Grace](#), CRS Prayer for Refugees



### EDUCATION | 8:10 p.m.—8:15 p.m.

Leader | Martin Luther King, Jr.

- Share this [video](#) on the current refugee crisis and/or any of the resources on our I am Refugees page.

### INTRODUCTIONS & REFLECTION | 8:15 p.m.—8:25 p.m.

Leader | Martin Luther King, Jr.

- Invite meeting attendees to go around, introduce themselves, and say one thing they learned, or found surprising/interesting from the video or other refugee resources. (Note: for other meetings, you could use a Catholic Social Teaching [video from this series](#) or other topical videos/resources.)

### BUSINESS | 8:25 p.m.—8:45 p.m.

Leader | Dorothy Day

- Discuss any current happenings that you are planning, organizing or need to share with the group. For example:
  - Events or campaigns you are planning (logistics, recruiting, follow up)
  - Organizing & leadership within your group
  - Sustainability & planning for the future
  - Resources you need
  - Opportunities to partner with other groups on campus and expand your network

### WRAP UP | 8:45 p.m.—9:00 p.m.

Leader | Nelson Mandela

- Agree upon next steps, including who is responsible, what needs to be done and by when.
- Plan your next meeting or check-in opportunity.



University@crs.org

University.crs.org

@crsuniversity

