

NHS Meeting Planning

Here are a few quick tips for running successful meetings:

1. **Identify the meeting leader.** The President (or the Vice President in the President's absence) should lead each meeting. Managing the agenda and discussions gives the students experience in valuable leadership skills.
2. **Set the agenda.** It's important to determine the goals of the meeting and what you hope to accomplish. The presiding officers should meet with the adviser prior to the meeting to prepare the agenda, which is then shared with the members.
3. **Have clear responsibilities.** Other student officers have responsibilities during each meeting as well. It is important that students understand their duties, whether they need to prepare anything before the meeting, and if they will have a role during the meeting.
4. **Know how the meeting should be run.** There is a protocol that should be observed during the meeting. Refer to the [Guidelines for Conducting Meetings](#) released by the national chapter of NHS.