



## Conquer your Club Meeting

>Club meetings are the perfect time to educate, recruit and have fun. Here are some tips to ensure those things for your members and clubs during this upcoming Circle K this year! <

### >>> Before your meeting

- *Club meetings are extremely important for education, recruitment and involvement. Preparing your first club meeting of the semester is something that you will want to take some time and consider. Because like a first date, this meeting is all about first impressions.*
  - Communicate the date and time of the meeting
    - *This can be done through social media, E-Mail or text*
  - Make sure to reserve a meeting space
    - *There's nothing more embarrassing than your "date" realizing that you forgot to make one*
  - Have officers pitch in for snacks to have at the meeting
    - *While this is completely optional, college students do love free food*
  - Create an agenda
    - *Don't forget to put the Circle K pledge on it for new members!*
  - Assign members to be greeters/Circle K pledge givers
    - *Members notice how prepared you are and this is a great way to prove that and increase interaction with your returning members*
  - Make sure to spread out during the meeting
    - *Have executive board members and committee chairs sit all around the room instead of clumped together in one section*
  - Make sure that you're communicating with existing members
    - *Send out an E-Mail or mail a card to members that you wish to retain, showing them that you didn't forget about them over the summer*
    - *Consider having a special social with these members to show that you value having them in your club and can't wait to have them back!*
    - *Encourage returning members to branch out at your kick-off meeting as well, so as not to make new members feel strange and unwelcome*





## >>> During your meeting

- *It's time. You're dressed to the nines in Circle K gear and ready to show these members all that you have to offer and why they should want to keep coming back for more. Nervous? Don't worry. These tips will secure a second date at your first service project.*
  - Greet all meeting attendees
    - *Saying "hello" is easy and super friendly*
  - Don't forget to smile ☺
    - *No one will be able to refuse your pearly white teeth*
  - Be YOURSELF
    - *If you're nervous, remember to take a deep breath and even have a water bottle just in case.*
  - Provide an agenda for those attending and be sure to follow it
    - *This will help members stay on track and have something to write notes on if necessary*
  - Stick to your allotted time
    - *If you run out of time to discuss things during the meeting, you can send out an E-Mail afterwards*
  - Introduce the executive board
    - *Make sure that members know whom to contact with any questions!*
  - Say the Circle K pledge
    - *This is a great thing to include on your agendas for new members*
  - Ask members to introduce themselves
    - *Have everyone do this! This way new members won't feel awkward*
  - Give a rundown of what Circle K is
    - *Talk about what the organization does (reference the three tenets, preferred charities, goals, etc.)*
    - *Explain in even greater detail what YOUR club does and why meeting attendees should want to join (discuss service projects, goals for the year and other events that you regularly attend)*
    - *Be sure to avoid using acronyms when you do these things to avoid confusion in the room*
  - Be sure to make an impression
    - *Don't stand in front of room and be monotone*
    - *Be bold and exciting! Show members how passionate you are about Circle K and they'll want to get in on the fun as well.*
  - Be accessible
    - *Be sure to give out necessary contact information and welcome any questions that members might have*
  - Have a small service project at the end of your meeting
    - *After all, service is one of our tenets*
  - Have a small social at the end and provide snacks!
    - *Again, college students LOVE free food*





## >>> Immediately after your meeting

- *Congratulations on a great first meeting! Your preparation was most certainly noticed and being friendly with the members went a long way. While there were probably a lot of great things that came out of this meeting, it is also important to evaluate the entire meeting from start to finish to see what things can be done to improve for the next time!*
  - Send out a recap E-Mail of the meeting and thank members for attending
    - *This will help keep members informed of everything that was discussed, whether they were able to attend the meeting or not*
    - *It's very important to send out right away so that members have time to sign up for service projects that were discussed at the meeting*
    - *Thanking members for attending is a simple gesture, but it also shows them that you do value their presence, and that means a lot*
  - Review how things went with the executive board
    - *Discuss the pros and cons of the meeting itself, as well as the planning that went into the meeting*
    - *Having this discussion early on will only help make meetings better for the rest of the year*
  - Discuss ways to spice up your meetings
    - *Incorporating "theme" meetings (school colors, Halloween costumes, ugly holiday sweaters, etc.) is a way to make things fun and keep members engaged, entertained and excited!*
  - Send out member surveys every so often to garner feedback
    - *This will let your members know that you value their feedback and welcome their new ideas*
    - *This will also serve as another way to evaluate how meetings are run and make changes to best suit your members*

