

Managing Your Service Unit Meetings

Before the meeting:

While planning your leader meetings, take some time to think on the following. Discussing these with your service team is also encouraged for multiple viewpoints.

- Consider the frequency and type of meeting that will be most useful for your troop leaders.
 - Monthly, bi-monthly, or quarterly meetings?
 - In person or virtually or a combination of both?
 - Best day and time for *most* of your troop leaders?
 - Conduct meetings in an efficient manner within a defined timeline. *Suggested meeting time is 1 to 1.5 hours.*
- Arrange for a meeting space:
 - Consider a school, church, community building or a business with a large room.
 - Use a virtual platform, if necessary.
 - Arrange chairs/tables so everyone can see.
- Be mindful of the content of the meeting
 - Will visual aids (such as a PowerPoint) be useful and appealing?
 - How will seating look for your purpose?
 - Will it be useful to break individuals into random groups? By school or grade level?
 - How can you make the meeting interactive?
 - Information that can be shared electronically should be sent out after the meeting.
 - Every SU meeting should offer a “take away” for leaders - tangible or intangible.
- Work with service team to prepare and present at the meeting:
 - Solicit topics to be discussed and update the SU PowerPoint and agenda.
 - Determine the best order of topics and how much time is needed.
 - Ensure assignments are clear and they have enough time to gather or preview their information to be shared.
 - Ensure that the service team is empowered to make presentations and informed decisions.
- Set the schedule for the entire year for your service unit meetings.
 - What types of meetings do you want to provide?
 - Will you offer adult networking or volunteer opportunities?
 - Will you include ceremonies to open and close your Girl Scout year? (i.e., Investiture, Rededication, Recognition)
 - Will you invite guest speakers to speak on topics requested by leaders?
- Communicate the schedule in advance to leaders,
 - Use 2 different forms of communication.
 - Include the theme for each meeting – (i.e., “cookie training and material distribution”, “day camp”, “spring event planning”, etc.)

**Everyone’s time is very limited and valuable so plan every meeting as an opportunity to share, educate and/or reward your volunteers.*

During the meeting:

Call the meeting:

- Setting a standard date and time is beneficial in establishing regular attendance.
- Make arrangement if equipment is needed (newsprint, markers, laptop, screen etc.)
- Allot time for open floor discussions and sharing of new ideas.

Set the climate:

- Greet volunteers as they arrive (even during virtual meetings.)
- Arrange for the introduction of new volunteers and /or troop leaders.
- Make sure all necessary handouts are present.
- Arrange for a note-taker, if needed.

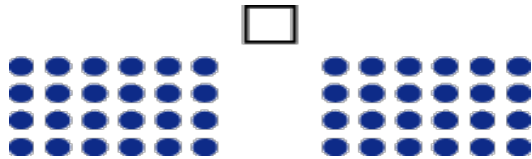
Conduct the meeting:

- Smile, look at your audience and have fun!
- Start on time and follow the agenda.
- Guide the discussion and summarize the conclusions reached.
- Keep it short but make sure it does not feel rushed.
- Speak clearly and do not simply read to the volunteers.
- Develop rapport by involving the volunteers in the conversation, asking questions and polling for conclusions.
- Follow up with notes /reminders/etc. Notes should be shared with all troop leaders, not just those in attendance.
- Volunteers should not be penalized for missing a meeting.
- Volunteers should be well informed.

**A successful meeting should try to include: 1) team building, 2) skill building or 3) task completion.*

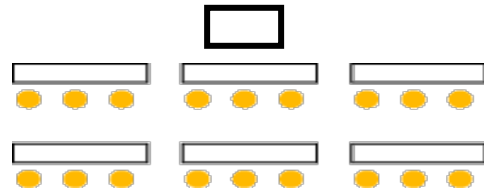
Service Unit Room Layouts

Auditorium Style



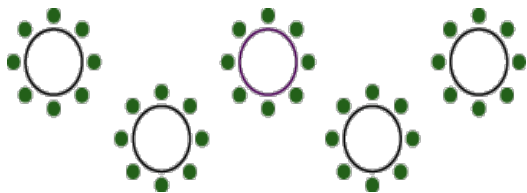
Appropriate for short lecture or larger groups that do not require extensive note taking.

Classroom



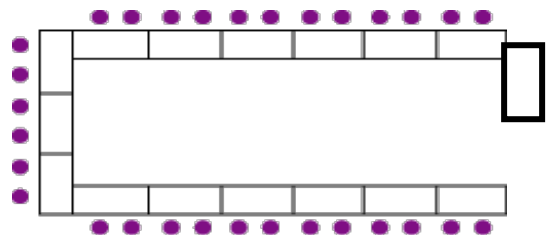
Most desirable for long lectures and/or note taking.

Banquet Style



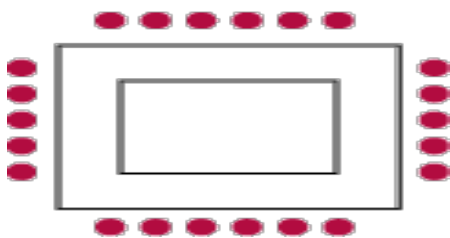
Used for meals and small group discussions. 5' rounds typically seat 6-8 people comfortably.

U-Shape Style



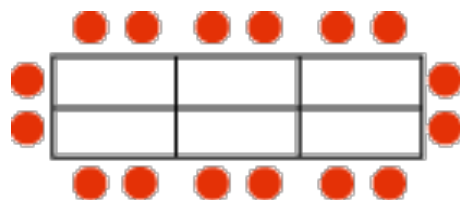
Facilitates collaboration and discussion within the entire group.

Hollow Square Style



Works well with a medium size group or a panel discussion.

Conference Style



Facilitates collaboration and discussion within the entire group, especially when it is a smaller group.