VCPD Regional Governance Meetings

**Meeting Organization Checklist**

*Use this checklist to assure that you complete all the tasks necessary for a productive meeting.*

*\_\_\_\_\_* Secure a meeting date, time, and location. Confirm details with the person in charge of the site by email so that you both have a record. Regular meeting dates and times will result in increased participation.

\_\_\_\_\_ Email participants to inform them of the meeting details and to request items for the agenda. Attach the meeting summary from the previous meeting. (See *Sample Email 1* and *Sample VCPD Regional Governance Meeting Summary.)*

\_\_\_\_\_ Obtain a call-in connection and a video if needed and available.

\_\_\_\_\_ Develop the agenda including carryover items from the previous meeting and items sent in response to your email request. (See *Sample Agenda*.) Obtain feedback on the draft agenda from regional facilitators and/or administrative support staff.

\_\_\_\_\_ Acquire any materials, documents, etc. that will be needed for the meeting.

\_\_\_\_\_ Email participants one week prior to the meeting. Send the proposed agenda and the meeting summary from the previous meeting (again). If this will be a phone/video meeting, directions for connection should be on the agenda. If this will be a face-to-face meeting, include directions to the site and parking information. (See *Sample Email 2.)*

\_\_\_\_\_ Email participants 1-2 days before the meeting as a final reminder. Attach the proposed agenda. (See *Sample Email 3.)*

\_\_\_\_\_ Hold the meeting. (See *Notes for Meeting Leaders Regarding Agenda Items*, page 2 of the *Sample Agenda* document.)

\_\_\_\_\_\_ Following the meeting, assure that the meeting summary is prepared, reviewed by a consortium facilitator, and distributed to members.

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