



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

APRIL 2011

EFFECTIVE MEETINGS

It is crucial to the success of a meeting that it be conducted in a manner that makes it as effective as possible. The duties of a supervisor are to be carried out in these meetings so that conservation flourishes. When meetings are not conducted effectively, they can become chaotic which hinders the progress and relatively makes them a waste of time for the participants.

Prior to the meeting:

- Agendas should be mailed in advance of the meeting to all supervisors.
- The supervisors should review the agenda, minutes of the last meeting, and the treasurers report.
- Decide on a time for the meeting which suits all participants

Things to have available:

- Always bring your agenda, minutes, and treasurer's report with you to the meeting.
- Have any notes prepared that you might need
- Have a copy of the budget available during the meeting for cross-referencing

The Chairman's role:

- The chairman should always start the meeting on time
- The agenda should always be followed closely. Straying from the agenda will cause time delays

- The chairman should make sure that all parliamentary procedure is correct and that all motions on the floor are seconded and voted on before moving on.
- Control should also be kept by the chairman at all times. Chaos can be a huge factor in an ineffective meeting

The supervisor's role:

- Supervisors should have a clear understanding of parliamentary procedure
- They should save all socializing until after the meeting in order to keep a smooth flow.
- Supervisors should always clearly state all motions and make sure they are correctly interpreted.
- They should always voice their opinions on subjects
- More than one supervisor should participate in forming motions and seconds.



Administrative Secretary Responsibilities:

- The administrative secretary's influence should be limited during the meeting since they have no voting power.
- They should, however, provide all requested information to the supervisors, along with any insight that they may have requested from them.
- They should provide all documentation necessary to conduct the meeting and take minutes when requested.

Framework:

- Allow special guests to address the board at the beginning of the meeting
- Important items should be in the middle of the agenda so that anyone arriving late can be present for them
- Never add items to the agenda until the end of the meeting in order to keep the meeting on track.
- Never have a meeting that lasts for more than 2 hours. After 2 hours, the participants lose interest.

Executive Session:

- Executive session can be used to clear the room of everyone except the participating board members and anyone they deem necessary to be present.
- Executive session should be called for before discussing any personnel matters.
- Executive session should be used to avoid any awkward moments of discussion.
- No motions can be made during executive session, only discussion.

Adjourning the meeting:

- When all business has been taken care of, the meeting should be adjourned.
- Socializing before adjourning will force members to stay past the time that they are needed for the meeting.

Discussion Questions

1. Are your district meetings effective? If so, what is making them so effective? If not, what changes could you make to make them more effective?
2. Why would it be important to keep meetings to a certain length?
3. How is your agenda determined each month for your district meetings?