

TASK
8

Worksheets

Design Action-Oriented Meetings

List five meeting rules to ensure your meetings are productive.

1	
2	
3	
4	
5	

Provide Value to Members

Name three ways members benefit from attending your meetings.

1	
2	
3	

TASK 8 Worksheets

Conduct Ongoing Communication

How might you creatively share outstanding member contributions?

1	
2	
3	

Notes: