**HLSR 2024 Chairman’s Seminar: Meeting Effectiveness**

1. **Preparing (Behind the scenes):**

* Set meeting date, time and location
* Schedule a room
* Send email reminders
* Send meeting content- Meeting Agenda
* Food, snacks, drinks offered

1. **Executing:**

* Prayer/Opening Remarks
* Introductions (hierarchy & staff members)
  + Structure of your committee:
    - Introductions of leadership team & responsibilities
  + Committee badging requirements
* HLSR annual dues or Lifetime Member
* Committee dues
* Meeting attendance requirements
* Socials, fundraisers and responsibilities
* Meeting Details:
  + - Action items & due dates

1. **Closing:** 
   * Q & A opportunity
   * Next meeting/event details
   * Breakout sessions
   * Closing remarks

* Post Meeting Action Items:
  + Recap communication to committee
  + Schedule offline discussions
  + Leadership team review