**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