Holding your first meeting

This is your chance to really engage your members and encourage them to actively participate in your society.

Book in advance
Ideally you will book the venue before term starts so that you can promote your first meeting at Freshers’ Week.

Set the agenda
Think about what you want to cover in the first meeting. You might want to discuss as a group: which campaigns to focus on, how tasks will be carried out, what events you want to put on, etc. Set the agenda at the beginning of the meeting and go through point by point. Allocate someone to take notes and recap at the end of the session – delegate responsibilities or ‘Actions’ for follow up. Set a time and place for the next meeting.

Assigning Roles
You might want to use this opportunity to allocate responsibilities amongst your society’s members – it is often better to consider people’s individual strengths and abilities and request their help with specific tasks with clear deadlines, e.g. ask “Would you be our photographer next Wednesday?” rather than asking more generally: “Would you like to help out?”.

Consider screening a film/clips or booking a speaker
You can book a speaker, or request one of our campaigns DVDs by emailing yan@waronwant.org – this can be a great way to attract and engage new members. If you are considering screening a film/clips, allow plenty of time in advance to check that the technology is available to do so, and prepare a contingency plan incase something goes wrong.

Provide more information
Members will attend your first meeting wanting to know more about War on Want and about your society. Be prepared and be informative. Have an information stall near the front of the venue (email yan@waronwant.org for materials) and consider giving free badges and stickers as well as leaflets and flyers.

Refreshments & Socialising
Consider providing refreshments (your Student Union may be able to help you with funding for this) and leave plenty of time at the end for socialising – perhaps move to a café or somewhere more informal.

Follow Up: Email the minutes or notes of the meeting out with a reminder of the actions and the date of the next meeting.