



## **Section A, Part 8: Meeting Management**

### **National Student Council**

### **Distinguished Student Leaders**

### **Worksheet (8 of 13)**

#### **Knowledge Builders**

These are key concepts, terms, and processes for which you will be expected to demonstrate an understanding of or the ability to use or apply appropriately as a leader.

Take notes here, then provide no more than one paragraph per item in your portfolio to explain each of the following:

Portfolio

Label

- A8.1 Explain the 7 basic principles for meetings and identify 5 characteristics of a good meeting.
- A8.2 Identify 10 strategies that leaders should use when facilitating a meeting. Select 5 from that group and explain how each one is important to use during meetings.
- A8.3 Identify and explain key actions that meeting organizers should always do:  
Before a meeting \_\_\_\_\_  
During a meeting \_\_\_\_\_  
After a meeting \_\_\_\_\_
- A8.4 Identify the differences between main, subsidiary, and incidental motions and explain how each is correctly handled.

#### **Demonstration of Skills and Knowledge**

You will demonstrate your knowledge of these items for your adviser and include no more than one paragraph per item in your portfolio for each of the following:

Portfolio

Label

- A8.5 Create an agenda for a committee or council meeting that is in the proper order and includes the basic meeting agenda parts. Report on its effectiveness during the meeting, any problems that developed from its use and how they were resolved, or any problems avoided by using your agenda.
- A8.6 Create a step-by-step diagram that tracks a motion from its introduction to a student council until it is acted upon, and explain the options that councils have in how they deal with the motion.
- A8.7 Demonstrate your ability to properly use parliamentary procedure and terminology to put forth a motion and carry out other business during a committee or council meeting. Include a copy of the meeting minutes showing your participation.
- A8.8 Plan, organize, and run a committee or council meeting. Summarize the experience.