



Section A, Part 8: Meeting Management

National Student Council Distinguished Student Leaders Activity Sign-Off Forms (8 of 13)

Knowledge Builders:

- 8.1 Explain 7 basic principles for meetings and identify 5 characteristics of a good meeting. Completed Date: _____
- 8.2 Identify 10 strategies used to facilitate meetings. Select 5 from that group and explain how each one is important to use during meetings. Completed Date: _____
- 8.3 Identify and explain key actions that meeting organizers should always do. Completed Date: _____
- 8.4 Identify the differences between main, subsidiary, and incidental motions and explain how each is correctly handled. Completed Date: _____

Demonstration of Skills and Knowledge:

- 8.5 Demonstrate your ability to create a meeting agenda in proper order and inclusive of the basic parts. Completed Date: _____
- 8.6 Diagram tracking a motion from beginning to end. Explain the options that councils have for dealing with it. Completed Date: _____
- 8.7 Demonstrate use of parliamentary procedure and correct terminology to put forth a motion and carry out other business. Completed Date: _____
- 8.8 Plan, organize, and run a committee or council meeting. Summarize the experience. Completed Date: _____

Adviser Initials and Date: _____