

# TIPS & TRICKS

## TO MASTER A REMOTE ALUMNAE ASSOCIATION MEETING



### **Find a Date & Time:**

Scheduling can be difficult, especially with the uncertainty of everything happening. Poll your association to find a time that works best. This can be done in your Facebook group or on websites such as Time Buddy or Doodle Poll.



### **Establish a Means of Communication:**

Find the best platform for your members! We recommend using Zoom or Google Hangouts - both are free. Be sure to send out the link to access the call 24 hours in advance and include the dial in option for members that may not have access.



### **Set an Agenda:**

Send out a google document to the group prior to the call! This can be used as your road map for the meeting to help keep everyone on track. This is also an opportunity for members to add in agenda items that they want to discuss during the meeting time.



### **Set Meeting Guidelines:**

Set the tone for your meeting. Encourage members to stay off of their cell phones and mute their video when not speaking. This helps limit distractions and ensures that the meeting runs smoother!



### **Take Record of Meeting:**

If you are using Zoom, you are able to record the meeting! If not, have a member take notes and send them out to all association members following the meeting. Any members who were unable to join the meeting can then be caught up to speed.



### **Spread Some Sunshine:**

Your meetings should be a positive moment for members and help take their mind off of the world! Do some sister shout outs or nominate a sister of the week to spread some happiness.