THE ILLINOIS LIBRARY ASSOCIATION

PLAN - PREPARE - RUN - FOLLOW UP

DEFINE SCOPE AND BUILD AGENDA
- Clarify goals and objectives
- Specify time and leader for agenda items
- Include group roster
- Review the ILA Strategic Plan
- Review your committee’s charge

SEND MEETING INVITES
Remember to include time, location, virtual attendance option if available, and the meeting agenda.

START MEETING
Steps:
- Do a roll call
- Review and approve minutes from preceding meeting
- Review meeting agenda and ground rules for the meeting
- Address agenda items one by one

Remember to: monitor time, stay on topic, engage all participants, and take notes; record decisions; record tasks and assign responsibilities.

END MEETING
Remember to: review desired meeting outcomes and assignments.

FOLLOW UP
Remember to: send minutes; include decisions made and tasks assigned.

THIS INFORMATION IS AVAILABLE ON THE ILA WEBSITE.

THE ILLINOIS LIBRARY ASSOCIATION
LEADERSHIP, ADVOCACY, PARTNERSHIP, AND LEARNING FOR THE BENEFIT OF ILLINOIS LIBRARIES

IF YOU HAVE QUESTIONS ABOUT THIS INFORMATION,
PLEASE CONTACT ILA AT
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