

Top tips for running a good meeting

Not only are Club meetings a good way of sharing information with your Club committee and members, but they are a space for gathering feedback where everyone can express their ideas, opinions, and concerns. Below are some suggestions to make sure that everything goes according to plan, and that your Club meetings are a space for your committee and members to resolve any issues, have useful discussions, and plan for your future and upcoming events.

Make sure the Chair is aware of their responsibility

The chair has one of the most important roles in a club meeting, as they are the person that directs and controls the conversation. They should be aware of what their role entails before chairing any meeting so that they can enforce best practice, and have effective and beneficial conversations about your Club and the sport.

Set out some meeting rules

At the start of the meeting, it is useful to set out some rules or guidelines for how the meeting will be run. It is usually the Chair's responsibility to make sure that these are followed but it is always a good idea to make sure these are highlighted at the beginning of each meeting so that everyone is aware, especially newcomers.

Follow the agenda

The Secretary will have sent round an agenda before the meeting takes place. By sticking to the agenda and the topics highlighted, your Club meeting will have more structure. In addition, your members will be able to prepare anything they wanted to bring up in the discussion, and the meeting is more likely to stick to the time allotted.

Be inclusive and involve everyone

An important aspect of a meeting is that it should be a space and opportunity where everyone feels welcome and included. This means that everyone, no matter their position or role, should be able to contribute and be given respect no matter their age, race, ethnicity, disability, gender, and sexual orientation. Any participating member of motorsport should adhere to Motorsport UK's [Race with Respect code](#).

Deal with discussions effectively

Conflict can naturally occur when discussing topics that members are passionate about, especially if everyone doesn't see eye-to-eye and there are strong characters involved. However, it is not constructive to have Club meetings where there are arguments and discussions go round in circles. It is down to the Chair to make sure that it does not get to this point, and ensure that no-one gets upset or emotional unnecessarily. Some Clubs find it useful to lay out rules for when it gets to this point, which members should be reminded of. Another idea if your discussions are going round in circles is to try and end each discussion by summarising it, and suggesting the next steps and actions. This could include:

- Further research on a topic
- Individual conversations or smaller meetings outside the club meetings
- Everyone to bring ideas to the next meeting

Reach a decision and record actions items

Make sure that after a discussion on a certain topic that the decision and actions from that discussion are recorded. These are usually followed up by the minutes but it is always useful to make sure that everyone is aware of the final communication, and who is assigned to what task and what needs to be done.

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org