

Preparing for your first meeting is always an exciting but somewhat scary moment. After all, this is **your first meeting** and people will be looking at it as the standard for future meetings. But fear not! With these tips and tricks, you can make sure that your first meetings, and all the meetings afterwards, are going to be a **huge** success for your board, your club and your 2011-2012 year!

And while this is geared towards people speaking, these tips apply to **any officer** or **anyone** speaking at a meeting. ☺

Before the meeting, here are some things you should do:

- Prepare an agenda for your members and officers to follow
- Distribute your agenda to your officers **early!** This way, they know exactly what you're talking about.
- Print out and write notes on your own agenda. This way, you can add more details that you may forget during your first meeting.

Right before the meeting:

- Review your notes
- Talk to your board as sort of a "pep" talk. This will get them excited about the meeting, and will relax you for when you're in the spotlight.
- Take some deep breaths, clear your throat and maybe even go over some points to yourself that you want to concentrate on.

At the meeting:

- Use your hand! I often find that it's a lot easier for me to talk when I'm making arm motions that go along with it. For example, I like waving to everyone before I start talking, as a way to getting myself comfortable.
- Don't be scared to look down at your agenda. That is what it's there for!
- Leave yourself time to ask if any members have questions. This will give you some breathing space and move the spotlight to the members.
 - o If you can't answer anything yourself, you have other members, a Kiwanis advisor, a faculty advisor and the club's executive board to help you out! Chances are, someone else will have an answer.
- Thank your members!

After the meeting:

- Have a really short board meeting to go over how you feel the meeting went. Other members of the board may have picked up on things that you may not have.

Other tips:

- Ice breakers are a great way to start the meeting because it gets everyone loose and excited for all your information.
- Relax! Everyone at the meeting is there to support you and make sure your year is a success!
- Enjoy yourself! Have fun! Energy is like smiling: very contagious! When you exert spirit, others will be encouraged to pump it up!

Yes, meetings can be a little stressful, but don't forget, everyone's there to have fun, to learn about service projects and to be part of the CKI family! Just breathe, prepare and really enjoy yourself! I wish you all great success at your first meetings!