General Guidelines for Meetings

I. To be discussed at Chapter Meetings

- Involvement
  - Committees and Executive Leadership position opportunities open
  - Volunteer opportunities available
  - Become more involved with PCMA outside of the school chapter
  - Create schedule of meetings for chapters and committees
- Membership
  - Create a value and FAQ sheet for potential members
- Outreach Opportunities
  - Via email
  - Speaking opportunities in classes
  - Flyers to post in school buildings
  - Social media
- Hot Topics
  - Set up a Convene subscription for the school chapter
    - President/Executive team selects topics from each month
  - Webinars on PCMA website
- Attend PCMA Events
  - Fundraising opportunities
  - Live streaming keynotes/webinars

II. Engaging Chapter Members (see “Involvement” above)

III. Frequency of Meetings (see “Involvement” above)

- Include University Employee on scheduling to request speakers and events

IV. Conducting Meetings

  A. Chapter Meetings

  - Executive Office
    - Agenda to be distributed prior to meeting
    - Secretary will take roll and minutes (distribute after meeting)
      - Minutes to include all action items and members to reply with their timeline to complete
    - President/Vice President will review the agenda and present accordingly
      - Pres/VP to ensure that those speaking (ex: committee leads) are keeping on topic and Secretary to ensure the timing is not running over
Committee Leads

- Present accordingly based on the agenda
- Report should include action items that were completed since the last meeting and future items that are on the list along with help needed
- Sample Agenda (on separate document)

B. Committee Meetings

- Executive Position
  - One person from the executive leadership team is to attend a committee meeting in order to ensure that the meeting follows the expectations and needs of the chapter
- Committee Chair will:
  - Distribute agenda prior to meeting
    - Agenda to be sent to assigned Executive Leader for review prior to distribution
  - Assign committee member to take roll and minutes (does not have to be the same person each meeting)
    - This person will distribute the minutes after the meeting
  - Report on outstanding action items and upcoming items that reflect the needs of the chapter
- Committee Members will:
  - Report on their assignments and take on new action items
  - Provide suggestions and request opportunities to be discussed at the upcoming Chapter Meeting
- Sample Agenda (on separate document)

C. Executive Leadership Meetings

- President will develop the agenda with a University employee
  - Agenda should follow PCMA recommended guidelines and topics that will further advance the chapter’s involvement with PCMA and enhance member engagement and professional development
  - President to distribute agenda
- Conducting Meeting
  - Meeting agenda should be reviewed by leadership members prior to the meeting
  - President will conduct the meeting with University employee supervision
  - Secretary to take minutes and roll
These meetings should serve as reviews of previous meetings and to develop tasks and other items for upcoming meetings.

V. Monthly Topic Suggestions for Chapter Meetings
- Provided by PCMA and selected by the Executive Leadership team and University assigned employee
- Topics should fall under these categories (see Hot Topics above)
  - Professional Development
    - Ex: Resume upkeep
  - Trends in the industry
    - Ex: Sustainability
  - Audio Visual
  - Hotels
  - Convention Centers
  - Food and Beverage
  - Other