



NATIONAL ASSOCIATION FOR
CATERING AND EVENTS

NACE Effective Meetings Checklist

- Find date and time that works for leaders – be understanding and respectful of time. NACE recommends using a free Doodle poll: www.doodle.com.
- Create and distribute an agenda prior to each meeting along with minutes from the last meeting.
- Strive to keep board meetings to one hour.
- Each board meeting should have a designated “Task Master” who is charged with keeping the meeting on point and making sure that action items are clearly listed at the end of the meeting.
- Board reports to be submitted at least one-day prior to meeting.
- Be prepared – review all reports and minutes from previous meeting prior to board meeting.
- Be respectful of each other - don’t be late, make sure that you allow others the chance to speak, limit side conversations and distractions (cell phones, iPads, etc.).
- Start meeting on time – don’t wait for anyone who might be running late.
- Always have conference call option available for anyone who cannot attend in person, with video where possible.
- Follow Robert’s Rules.
- Don’t do committee work.
- Don’t spend too much time on one item – it is okay to table items if necessary.
- Review goals throughout the year and periodically adjust plans.
- Realize it is okay to change or update goals.
- Set yourself up for success not failure – expect the best and be brilliant!