

### Effective Volunteer Meetings

Meetings with your volunteers need to be planned and effectively delivered. Sometimes it can be difficult to get all your volunteers together in one place and to encourage them to attend meetings and training sessions.

Discussing commitment and re-visiting expectations can be a good way of approaching this challenge, especially if volunteers need to be a part of a meeting or a session in order to gain information or support relating to their role.

It is worth also thinking about alternative methods for running meetings with volunteers, especially if travel and time commitment is proving to be an issue. Using technology such as conference calling or web-based chat, which is often free to use can be one way of overcoming this. You just need to make sure that volunteers have access to the relevant technology to be able to take part.

**Consider the following aspects to help you plan for volunteer meetings:**

<b>Structure &amp; format</b>	
<b>Place &amp; environment</b>	
<b>Who to chair or facilitate?</b>	
<b>Note taking &amp; timing</b>	
<b>Participation &amp; discussion</b>	

**Activity:**

**Think about volunteer meetings you have facilitated which have worked well. What were the key ingredients?**