

Effective Leader Meetings

Providing effective Service Unit Leader Meetings gives you, as the service unit director or leader support manager, the opportunity to build the leadership skills of adults within your service unit. When facilitating a Service Unit Leader Meeting it is important to keep in mind three key concepts that help produce an effective meeting:

- ◆ Create a welcoming atmosphere
- ◆ Engage your audience
- ◆ Make the time together productive

By focusing on these three concepts your leaders will have a positive experience and feel that their time was well spend. Below are some examples of how to incorporate these three concepts into your meetings.

Create a Welcoming Atmosphere

- ◆ Have an icebreaker /opener
- ◆ Have a new leader partner with a mentor leader
- ◆ Designate a greeter to say hello to everyone as they arrive
- ◆ Use name tags (if group is large)
- ◆ Provide beverages and light snacks if possible (consider rotating this responsibility)
- ◆ Start the meeting by thanking leaders for coming and acknowledge new leaders. Affirm to leaders that what they are doing is important and how much they are appreciated
- ◆ Provide child care on location if possible (use older girl troop)

Engage Your Audience

- ◆ Offer more than an ‘information dump”, make the meeting interactive
- ◆ Make time in the agenda to share success stories
- ◆ Have a round-table topic at every meeting
- ◆ Have a “take home” item that leaders learn and then can bring to their girls (song, craft, ceremony, etc.)
- ◆ Rotate seating by grade level, schools, new leader, returning leader, etc.
- ◆ Invite speakers to the meeting (girls can talk about an event they are planning or experience

Make the Time Productive

- ◆ Send out the meeting agenda ahead of time with meeting reminder. Make the agenda visually exciting, leave some black space for writing notes
- ◆ Delegate topics to different people to report on
- ◆ Have a Q & A time
- ◆ Ensure the information is timely

Schedule and Organize Meetings Efficiently

- ◆ Distribute a calendar of upcoming meeting dates and activities
- ◆ Include the date of the next meeting on the bottom of your agenda
- ◆ Maintain a consistent schedule; the same place, time and day
- ◆ Have event registration deadlines coincide with service unit meetings
- ◆ Publish upcoming meetings through newsletter, social media, website, emails, etc.
- ◆ Contact leaders directly (if they have missed meetings) to encourage them to send someone to represent their troop if they can't

Icebreaker Examples—Icebreakers are activities to help participants feel at ease and giving them a chance to meet one another informally. They can create comfortable, non-threatening environment, break down social barriers, energize and motivate.

Introductions

Gather everyone together (depending on the size of your group you may want to break into small groups). Your job is to introduce everyone to everyone else in 5 minutes without ever introducing yourself. Someone else will do that for you! Walk across the circle, greet someone and ask their name; Lee. Then take that person by the arm and find a second person and ask their name; Kerry. Once you know both names, introduce them to each other Lee, I'd like you to meet Kerry, Kerry this is Lee. Notice that Lee and Kerry smiled, spoke one another's names and greeted with a handshake and a hello. Once this introduction is over, all three of us can walk away and introduce other people. Notice I did not introduce myself, your job is to introduce everybody to everybody else. Someone else will introduce you. Don't be concerned with remembering all the names. Simply keep on introducing people.

Famous Pairs

Throughout time there have been many famous pairs. Some are more meaningful to certain generations while others are universal, regardless of cultural boundaries or historical time periods. Write one name of the famous pair on paper and have them pinned or taped onto each of your members. Have them walk around the group to find their famous pair.

Anna and Elsa	Edward and Bella	Batman and Robin
Adam and Eve	Bert and Ernie	Mickey and Minnie
Tarzan and Jane	Romeo and Juliet	Peanut Butter and Jelly
Salt and Pepper	Cheese and crackers	Cookies and Cream
Black and White	Down and Out	Lost and Found
Cup and Saucer	Nuts and bolts	Needle and Thread