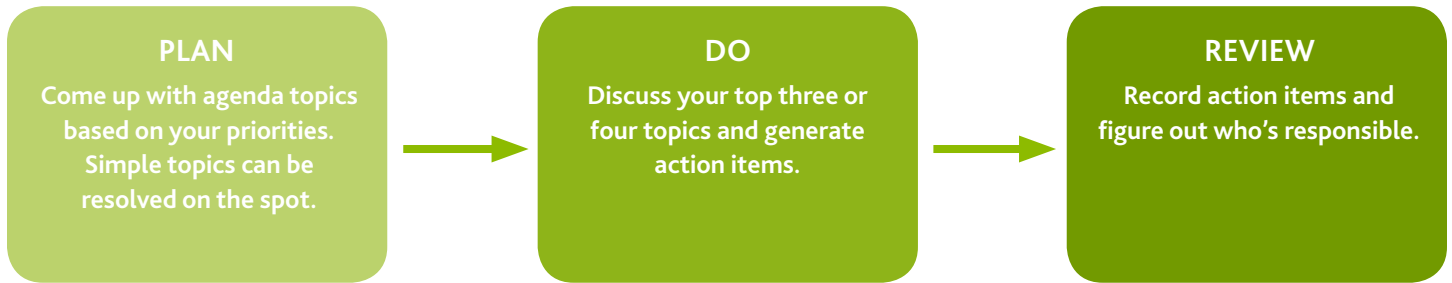


TIPS FOR EFFECTIVE MEETINGS

If your Company or Crew wants to make its meetings more efficient, follow this guide. Use the Plan-Do-Review approach to come up with agenda topics.



PLAN

- The Company/Crew Leader should email an agenda at least 24 hours in advance.
- Everyone should come prepared. The agenda should indicate individual responsibilities.
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DO

- Start and end on time.
- Stay on topic. Put away your smartphones.
- No side conversations
- Silence = agreement
- Participate
- Challenge ideas – not people! Disagree without being disagreeable.

REVIEW

- Recap action items and responsibilities.
- Identify unresolved or undiscussed items for next time.
- Follow up by email within 24 hours.

WHAT DOES A VENTURER SCOUT MEETING LOOK LIKE?

Venturer Scout meetings take a variety of forms. Some may take place around a campfire at a camp, on a hike through the woods or in a regular meeting location. The structure of the meeting is determined by the adventure, and there is generally less routine in Venturer Scout meetings than can be found in younger Sections.

A Venturer Company should aim to meet at the same time every week, and it should take advantage of these scheduled meetings to conduct Company business. This is an opportunity for the Company Leadership Team to touch base with each of the Expedition Teams and ensure that the planning of projects and adventures is proceeding smoothly. The Company Leadership Team can offer advice, support or encouragement to the Expedition Teams as needed. The Company Leader should chair the business part of the meeting, but this does not mean that the entire meeting should be spent seated around a table. To make things as efficient as possible, an agenda should be shared a day or two in advance of the meeting so that everyone is prepared. If the Company is having an outdoor meeting and going for an evening paddle, it can take some time at the beginning of the meeting to sit on shore and briefly conduct Company business before heading out on the water.

(Remember, a quality program should include at least one outdoor meeting per month.)

At the beginning of each program cycle (season), the Company should

hold a Base Camp meeting. This is a time for the Company to review the past cycle and set both individual and Company goals for the cycle ahead. Expedition Teams are formed and adventures for each Program Area are planned. There is a lot to hash out at a Base Camp meeting, and the Company Leadership Team should set out a meeting agenda and format that can facilitate all of the meeting's items of business.

Vocational Venturer Companies should dedicate one meeting per month to their vocational interests, but should bear in mind that a balanced program should explore all six Program Areas. The vocational dimension of a Company's program should not come at the expense of other exciting possibilities.

Venturer Companies are encouraged to link with Scout Troops and Rover Crews, but should refrain from linking more than once or twice per program cycle. Linking too often can undermine a Section's autonomy and get in the way of age-appropriate

