



Leadership Tips For Effective Rose Society Meetings

Whether it is your first time as president of your society or you are a veteran, keeping the board meetings and monthly meetings running effectively can sometimes be a challenge. Here are some tips to help make your meetings run more smoothly and effectively.



- Start and end your meetings on time. Give your members some time for fellowship before the business meeting so that you have their full attention during the meeting.



- Plan meetings that are informative and entertaining to both new and experienced rosarians. Consider hands-on activities such as pruning demonstrations, propagating, etc. Include the membership in the planning of the year's programs. Ask what topics they would like to address.



- Prior to the meeting, make sure the speaker knows their time allocation and what equipment will be used to ensure it is compatible with their presentation. Request some biographical information for the meeting introduction. Ask the speaker to come early, so that set-up is complete prior to the start of the meeting. If they are coming from out of town, perhaps take them out for a meal before the meeting. Monitor time during the presentation and subsequent questions to keep the meeting on track. To encourage new guests, advertise your speaker in local garden columns, with other garden clubs, and anywhere with an audience of gardeners.



- Prepare and send an agenda to your committee chairs in advance of the meeting and ask for their input. Allow each chair an opportunity to give a report and allow time for focused discussion but keep control of the time. When you finish a topic, make it clear that you are moving on to the next. This will help keep the meeting on track. If the meeting is running long, table off-topic discussions until the next meeting.



- Listen! Ask for feedback and let your group know that their ideas and concerns are heard and valued. Encourage your members to participate in all aspects of the society.



- Have a backup plan! There are times when you find out at the last minute that your speaker cannot come. It is helpful to have a virtual program on hand to present. The American Rose Society website has a number of power-point presentations that are available. These require an internet connection, projector, and screen.



- Appoint your warmest and most outgoing member to meet visitors and newcomers and welcome them warmly. Have your greeter introduce the visitors at the meeting and give them the opportunity to tell group about themselves. Assign a “buddy” to new members. Contact them after the meeting and let them know that you enjoyed meeting them and look forward



- If your speaker is a non-member, give them the opportunity to present their program *before* the business meeting. Allow time for questions from the group.



- Consider dedicating time each meeting for a Consulting Rosarian Question and Answer session for members questions, rose problems and issues, etc. Encourage members to take pictures and/or bring examples of issues they would like to discuss or need help identifying. This will help your members have success and also keep your experienced rose growers engaged.



- Always remember to thank the members for their contributions to the society. Those who come early to help with setting up, bring refreshments, or stay to clean up after the meeting, are vital to your society's team.



- Should a member express disagreement with a club's decision during a meeting, take a moment to briefly summarize what led to that decision and the planned benefits to the club. Address the whole audience so everyone understands the situation. If the member or members are still not satisfied, politely offer to continue the discussion after the meeting. Do not be drawn into an argument! If a disagreement occurs among members during the meeting, ask the parties to continue their discussion outside of the meeting. Don't let a couple or a few members monopolize the meeting and interrupt the scheduled program.



