

MEETINGS



Need and importance

Whenever you feel the need to discuss things face to face rather than through other modes of communication you meet the person & share the ideas. Face to face meeting gives an advantage of making an eye contact, understanding the body language & emotions what the other person is trying to convey.

It is important to understand the importance of meeting & time while planning it. The should follow proper procedures, where problem is clearly set with opportunities to brain storm all the alternatives of the problem. Meeting should be utilized judiciously to brainstorm on all possible alternatives to arrive at best solution. For successful meeting decision making and efficiency of the organization & it's members is vital. It is important to end the meeting with consensus of the members at the end of the meeting. Consensus decision making is creative and dynamic way of reaching agreement between all members of a group.



Members of a specific committee may be members of the parent body which appoints the committee or may be specialists invited to the committee due to their knowledge and experience.

A committee operates by holding committee meetings. The chairman of the committee is authorised to call a meeting.

A Committee meeting is called by sending a notice stating the day, date, time, venue and agenda of the meeting.

The Chairman and Secretary's roles are the most important ones, before, during and after conduct of a meeting.

Individual committee members have, as a rule, no individual responsibility or authority; it is a collective power arising from their acting together in a committee meeting.

1) Authority in Meetings

Chairman in Meetings should be firm and strict his authority shall not be questionable and should have the control of the meeting

2) Tone of Meeting

Chairman by his introduction, remarks should set tone of the meeting outlining

3) Relevance

Discussion in the Meeting should be to the point. Chairman should keep a check on irrelevant discussion which may lead to distraction(Wastage of time).

4) Productivity

Chairman should ensure the meeting is productive in nature and members make useful contributions.

5) Flow of discussion

Chairman should ensure all points are covered in proper logical manner i.e. The meeting moves forward



Role of Chairperson

Role of participant

A participant is an employee who's attending a meeting and doesn't have the role of leader, recorder or timekeeper. The participant is more than just an audience member. Their engagement is crucial to the success of the meeting because they can offer input and present questions and insights. Therefore, it's important for participants to know what's expected of them in a meeting.

Benefits of assigning roles to meeting participants. When everyone has a role in a meeting, they may be better prepared to listen to and understand meeting discussions. Here is a list of additional benefits:

- Improved focus:** Having a clearly defined role may help employees concentrate on the goals of the meeting. For example, if an employee knows they aren't responsible for timekeeping or leading, they may focus on questions and ideas they can contribute.
- Improved collaboration:** When participants know their roles, it may be easier for them to work together. For example, if participants know there are several topics to cover in a meeting, they may help the timekeeper ensure there's sufficient time for each one.
- More perspectives:** If participants' primary role is sharing their thoughts and experiences, they help broaden the range of perspectives in the meeting. This may also encourage normally reserved employees to engage in the discussion.
- Increased efficiency:** When participants know their meeting roles beforehand and arrive prepared, this can help cut down on time spent designating roles and answering unimportant questions. This may help the meeting remain productive.

Types of meeting

The general members meeting: The general members meeting is the place where reports of committees and sub committees are presented. The meeting not only helps keep all members abreast on all the developments that are taking place in the organization, but also gives them a chance to air their views about these developments. It is therefore possible to arrive at consensus and take a decision in important matters. Such meetings are therefore considered important and are conducted at regular intervals. Minutes of every meeting are formally recorded and a report for each meeting is also prepared.

Special meetings

Special meetings: These meetings are called expressly for one issue at a time, for instance planning for the sports meet to be conducted soon. So although these meetings are conducted just as any other general members meeting, the agenda for the meeting is limited to the particular issue for which the meeting has been called.

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Executive meeting

This type of meeting is conducted on a regular basis to discuss the work that has been accomplished as well as the problems being faced in the execution of day to day activities. These meetings are very important because they take up administrative issues and prevent escalation of problems. They enable a detailed analysis of everything- the correspondences, the problems as well as finances. Executive meetings lead up to items that need to be taken up at the next general members meeting.

Annual General Meeting

Annual General Meetings are considered a must for most organisations. At this meeting conducted once a year, a financial report stating the sources for funds, the expenditures and the current position is presented alongside another report that presents a summary of the plans that had been made for the year, activities conducted through the year, major achievements during the year along with major problems faced. Based on these reports, the members elect new leaders for the next year.

ADVANTAGES OF COMMITTEE MEETINGS:

1. Generation of new ideas : When a group of chosen people think together, new ideas may occur spontaneously to the members. These ideas may never have come to their mind but for the meeting of the committee. Such new ideas have considerable impact on the future activities of the organization
2. Different perceptions of the problems made available: Generally a problem has many angles to it. But sometimes some of these angles are not visible to us. So a decision taken with limited understanding of the situation may not be successful. However, in a committee meeting, since so many people from different backgrounds speak collectively many different perceptions of the problem becomes available before decision making.
3. Provides common platform to present point of view: When power is concentrated in the hands of a few, very-often, the other thinking individuals start voicing their feelings about decisions taken behind the backs of the so-called leaders and work unhappily as they do not understand the ramifications of the order that has been enforced on them. However, when such intelligent people are provided a common platform to speak out their minds, they become willing participants of the decision making process
4. Feeling of involvement and participation : Since the employees are associated with the decision making process, they feel a sense of involvement and participation in the running of the organization. They feel exalted and their relationship with the employers are improved and they develop a sense of loyalty towards the organization. It gives a sense of belonging and they feel that they are really contributing.
5. Team spirit is developed: Learning the problems of the administration helps the employees to feel a sense of empathy for them. They also learn of each others point of view and it helps them bond better. Also, they feel collectively responsible for decisions taken and stand by each other when any problems arise therefrom.
6. Instant feedback to ideas presented: Committee meetings enables the management to find out the reactions of their employees to the proposed policies. The gathering of the reactions of the employees at an early formative stage, can guide the management to avoid action that might provoke resentment among the employees.

Some of the disadvantages that they suffer from are as follows :

- 1.Delay:** If committees are appointed to take decisions on urgent problems, they may postpone action, causing delays. In the first place, calling a meeting of the committee takes procedural time, and when the meeting is called it is not an easy task to take decisions in the meeting. There is a tendency of prolonging discussions and putting off decisions.
- 2.Irrelevant discussion :** At committee meetings, much time is wasted in irrelevant discussions. Members often tend to drift into trivialities and nothing significant is achieved. It is said by a critic of committee meetings that "a committee meeting is a meeting to decide when the next meeting will be held".
- 3.Danger of Domination :** Sometimes the chairman behaves in an authoritarian manner. He wants to take command of the meeting and imposes his own views on the members and defeats the very purpose of group functioning. The committee meetings degenerate into a one man show.
- 4.Poor leadership:** A Committee meeting very often misfires because of poor leadership. If the chairman is weak-kneed he may be easily bullied into a decision by a dominant member, because he fails to control the meeting and give a direction to the discussion. So also, if a committee meeting is poorly planned and badly conducted, it cannot give the expected results. The members get distracted from the main subject and irrelevant discussion takes place.
- 5.Inadequate or large membership:** If a committee consists of too many or too few members, its working may be badly affected. It comes in the way of the effective functioning of a committee. When it is very large and crowded, all members may not get an opportunity of expressing their views, ideas etc.; and when it is too small, it ceases to be adequately representative.
- 6.Avoidance of responsibility :** Sometimes the appointment of a committee is done by the management only to make a show of democratic behaviour. An American expert has commented: "Committees are an organized measure of passing the buck. The only reason we have them is that some of our top people cannot make up their minds and want a committee to do it for them".

Types of secretary

1. **Administrative Secretary:** An administrative secretary plays a key role in managing office operations. Manages general administrative tasks, such as scheduling, filing, and office organization.
2. **Executive Secretary:** An executive secretary provides high-level administrative support to executives or top-level management. This role often involves managing schedules, coordinating meetings, preparing reports, and handling confidential information.
3. **Legal Secretary:** A legal secretary typically provides administrative support to lawyers and legal professionals. This includes tasks such as drafting legal documents, managing schedules, organizing files, and communicating with clients.
4. **Medical Secretary:** A medical secretary is involved in administrative tasks within a healthcare setting. Responsibilities may include scheduling appointments, maintaining patient records, handling billing, and facilitating communication between medical staff and patients.
5. **Personal Secretary :** A personal secretary provides dedicated administrative support to an individual, often in a personal or private capacity. Duties may include managing schedules, handling correspondence, organizing travel arrangements, and assisting with various tasks to facilitate the individual's professional and personal life.
6. **Virtual Secretary:** A virtual secretary performs administrative tasks remotely, often utilizing digital tools and communication platforms. This role may involve managing emails, scheduling appointments, and handling various tasks online.
7. **Office Secretary:** An office secretary typically handles general administrative duties in an office setting. This includes tasks such as answering phones, managing schedules, handling correspondence, and maintaining office records.
8. **Committee Secretary:** A committee secretary is responsible for managing administrative tasks related to committee activities. This includes organizing meetings, preparing agendas, taking minutes, and ensuring communication among committee members.

These roles may have overlapping responsibilities, and the specific duties can vary based on the organization and industry

Role of secretary



1. Meeting Preparation: Secretaries assist in preparing for meetings by organizing agendas, gathering necessary documents, and coordinating logistics.
2. Document Distribution: Secretaries distribute meeting documents to participants ahead of time, facilitating preparation and informed discussions.
3. Minutes Taking: During meetings, secretaries record minutes, documenting discussions, decisions, and action items to create an official record of the proceedings.
4. Coordination: Secretaries coordinate schedules, appointments, and communications, acting as a liaison between executives and other team members.
5. Record Keeping: They maintain organized records of meetings, decisions, and important communication, aiding in future reference and decision-making.

Group Dynamics

Group dynamics deals with the attitudes and behavioural patterns of a group. It can be used as a means for problem-solving, teamwork, and to become more innovative and productive as an organization. The concept of group dynamics will also provide you with the strengths, success factors and measures along with other professional tools. The social process by which people interact with one another in small groups can be called group dynamism. A group has certain common objectives & goals. Because of which members are bound together with certain values and culture.

Principles of group dynamics

- The members of the group must have a strong sense of belonging to the group. The barrier between the leaders and to be led must be broken down
- The more attractive a group is to its members, the greater influence it would exercise on its members.
- The greater the prestige of the group member in the eyes of the members, the greater influence he would exercise on the theme
- The successful efforts to change individuals as part of the group would result in making them conform to the norms of the group
- The pressures for change when strong can be established in the group by creating a shared perception by the members for the need for the change
- Information relating to the need for change, plans for change and the consequence of the changes must be shared by the members of the group
- The changes in one part of the groups may produce stress in the other parts, which can be reduced only by eliminating the change or by bringing about readjustments in the related parts
- The group arise and function owing to common motives acilitating the action towards the goal
- The intergroup relations, group organisation, member participation is essential for effectiveness of a group

GROUP DYNAMICS IN A MEETING

Whenever two or more people meet together to discuss issues

There is bound to be an interplay between the individuals and the group. This forms an important basis for group dynamics.

1. It is extremely important to understand the various influencing forces during the meeting so that an effort may be made to have a consensus among the members in the truest sense.

The facilitator should himself/herself believe that the outcome brainstorming in a meeting is sure to bring good results.

2. The goals of the meeting should be clearly mentioned in the argument as well as started at the beginning of the meeting to bring in a sense of accountability.

3. The good dynamics at play should be observed carefully on the basis of personality traits displayed so that these factors can be anticipated and addressed.

4. Duties and responsibilities should be evenly distributed to everyone who is willing to pitch in.

5. Every participant's contribution should be acknowledged.

**THANK
YOU**