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**Organizer’s Checklist for Effective Coalition Meetings**

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| C:\Documents and Settings\LFresina\Local Settings\Temporary Internet Files\Content.IE5\0BQTLEYI\MC900434665[1].wmf | **Activity** | **Notes, Person(s) Responsible & Follow-up** |
|  | Set a regular schedule and location for meetings and circulate to coalition partners – Include meeting schedule in orientation packet for new members |  |
|  | Assign coalition partners to report on key parts of agenda for greater buy-in and listener interest |  |
|  | Circulate a meeting reminder 24-48 hours in advance |  |
|  | Establish goals of meeting in advance and share with membership when circulating meeting reminder |  |
|  | Develop a meeting agenda with times and roles and share with coalition chairs and subcommittee chairs 3 days before meeting for their changes and approval  |  |
|  | Plan for onsite help for room set-up and post meeting clean-up – “staff” should arrive early! |  |
|  | Circulate a sign-in sheet to gather record of meeting participants |  |
|  | Secure an LCD projector AND laptop if needed |  |
|  | Secure ASL interpreter or translator services if needed  |  |
|  | Get healthy refreshments (preferably donated) |  |
|  | Nametags |  |
|  | Pens (for sign-in sheet) |  |
|  | Markers (for nametags) |  |
|  | Flip chart or chalk board for capturing action steps |  |
|  | Copy agenda and other materials and assemble participant packets |  |
|  | Designate a time-keeper |  |
|  | Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard |  |
|  | Designate a competent note-taker to capture meeting minutes - key discussion points and action items |  |
|  | Circulate meeting minutes within 3 business days – highlighting assignments, key decisions and next steps |  |
|  | Other? |  |

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