

How to run an Eco Club meeting

A well-run meeting will give everyone a say, make it easier to take notes and help you to achieve more. Here are our top tips for getting the most out of your meetings

Your Eco Club meeting is an opportunity for your members to get together and discuss all the work you are planning or have carried out on sustainability or eco issues. This can range from proposed ideas, any problems you face, updates on your campaigns or projects, changes to committee members and general eco issues.

You may want to make up some of your own rules for your meetings – such as no interrupting, sticking to the agenda or taking turns to speak. It's up to you to decide what works best for your group.



Students: this is your chance to be the boss!

By taking charge or helping to run your Eco Club meetings, you will gain valuable skills and get some great experience. You will also be able to talk about the topics that matter to you and highlight the issues that you think are important. It is your school, so you should have a say in what your Eco Club does. The meetings are the perfect time to share your opinions with everyone.

Meeting etiquette

- The date and time of the Eco Club meeting should be decided upon in advance, with enough notice given so that as many members as possible can attend.
- Meetings are an occasion for everyone's views to be heard, but also a time to listen carefully and respect other people's opinions.
- It is important to take notes (or minutes) of each meeting, these are important records which you may need when applying for Eco-Schools awards. For more advice, download our [Guide to taking minutes](#).

Meeting agenda

An agenda creates a focus for the meeting, and helps keep it on track. It makes sure all the important points have a chance to be discussed and stops the meeting going off in too many different directions.

- Some points might be in the agenda for every meeting, like regular updates or feedback from other meetings in schools. Other items may only appear in one meeting.
- Everyone in the school should have a chance to contribute items to the agenda; you'll need to make sure there is an easy way for them to do this.
- Everyone should have seen the agenda before the meeting; it could be displayed on your school notice board or given to each class so that any items to discuss can be added.
- Have enough copies of the agenda for everyone at the meeting to look at (or display it on the interactive whiteboard to save paper).
- Lots of agendas end with 'A.O.B'. This stands for 'Any Other Business' and it's a chance for anyone to raise a point that's not been discussed so far.
- For more advice, download our [Guide to creating a meeting agenda](#).

Holding regular meetings will help you to keep track of your progress and plan for your next projects.



Meeting roles

In meetings in big companies, there are often roles given to people for important jobs. Two of these are Secretary and Chairperson. See [page 3](#) for a breakdown of what these jobs involve, and then you can decide if you think it'd be good to have these roles in your Eco Club meetings too. Remember, it's up to you how you run your meetings, so if you want to include these positions, you could vote for who fills them or rotate the roles round members over the school year.

Secretary

The Secretary's main role is to take minutes during the meeting so that you have an accurate and written record of what has been said and decided upon.

What you should do:

- Come to the meeting on time and be prepared with paper/notepad and pencil.
- Make sure you write down the names of everyone who is at the meeting and those who are absent.
- Write up the minutes and give a copy to all of the committee, including those that were absent.

Chairperson

The Chairperson's role is to lead the meeting and make sure that all of the items on the agenda are discussed, as well as ensuring that everyone's opinion is heard.

What you should do:

- Ensure the meeting is run in a fair manner so that everyone can share their opinion.
- Keep the meeting on track and ensure the agenda is followed.
- Ensure that time is effectively used, so move on the conversation if too much time is being spent on one topic.
- Summarise the meeting at the end and mention any specific actions to be taken (and by who) or decisions made.

Other members of the Eco Club could be responsible for different jobs too, such as reporting back on news from other committees, giving campaign updates, or managing the Club's finances.



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