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Types of Walk to Cure Arthritis Meetings

Committee Meetings – Conduct monthly meetings with your committee and then more frequently six weeks prior to the Walk event.

Kickoff (Corporate and/or Community Breakfast) – This meeting will help excite the community about participating in the upcoming Walk to Cure Arthritis event. Hold a community and/or corporate event to announce the Walk and kick it off in the community.

Internal Kickoffs – For larger companies/organizations, an internal presentation or kickoff is highly recommended so that all employees have an opportunity to learn about the organization's participation and support of the Walk to Cure Arthritis.

Team Captain Meetings – These meetings will keep your teams excited and informed.

- Hold a minimum of three, one-hour informative meetings.
- Hold the first Team Captain meeting at least three months prior to your event.
 - The first should be aimed at informing and recruiting
 - The second on recruiting and fundraising
 - The third on fundraising (bank day/night) and logistical concerns

Wrap-Up Celebration (Awards Ceremony) – This meeting takes place after the event and is for evaluating, celebrating and planning for next year. It is so important to thank all of the volunteers and participants for their time and contributions. Use this meeting to give awards, praise, and plan for next year.

Keys to Productive Committee Meetings

- Orchestrated by the Event Chair, they should be used as working meetings to brainstorm and report on progress.
- Keeping your meetings to one hour in length will convey that you realize these people have families and jobs outside of volunteering.
- Committee meetings should also allow for committee members to get to know each other and share why they are Arthritis Foundation volunteers.
- Staff should work with their Event Chair prior to each committee meeting to prepare an agenda that addresses the key topics.
- Meet monthly in the beginning and then every other week the last six weeks.
- Set all of your committee dates at the first meeting.
- Role of staff at meetings: Serve as a resource, provide factual information to volunteers, get answers to tough questions and bring in new volunteers.
- Role of Event Chair at meetings: Lead group, assign tasks, make decisions and recognize committee members.

Committee Meeting Documents

COMMITTEE MEETING TASK SHEET

DATE: _____

Task	Assigned To	Deadline	Status
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Sample Committee Meeting Agendas

Welcome & Introduction

Event Chair

Get to know each other! An icebreaker always makes this process more fun. Have everyone tell how they got involved with the Arthritis Foundation, where they work, what specific area they will be working on, etc. Encourage them to share some "fun facts" about themselves.

Why Walk to Cure Arthritis?

Event Chair

Show the video, have an Honoree share their story, etc.

Steps to Success

Event Chair

- Goals
Develop committee goals - # of teams, \$ raised, # of Heroes, etc.
- Volunteer Structure
Discuss how the committee will work together to accomplish these goals. You may want to discuss each committee's responsibilities at this time.
- Team Development
Discuss the plan of action for how you are going to reach your team recruitment and retention goal. This includes brainstorming who the committee knows. A flipchart comes in handy!
- Timeline
Discuss any milestones that have been set and how to accomplish them. For example, recruiting 25% of your team goal by February, 50% of your team goal by March, etc.

Question & Answer

Event Chair

Next Meeting

Event Chair

Set a date for the next meeting.

Additional Committee Meetings

Welcome & Updates

Event Chair

Discuss action items from the last meeting, introduce any new committee members, remind committee of timeline milestones, discuss any new developments, etc.

Committee Reports

Committee Chairs

- Team Development
Update on how many teams have been recruited to date. Discuss plans for Corporate Breakfast/Kickoff/Team Captain Meetings. Continue brainstorming where to find teams.
- Sponsorship
Discuss prospect list, ask committee for input. Share sponsorship package.
- Logistics (separate, non-revenue focused committee meeting)
Confirm date and location of Walk. Discuss status of permits, volunteer needs, entertainment ideas, food and beverage, day-of event needs, etc.
- Publicity (separate, non-revenue focused committee meeting)
Discuss publicity plan.

Question & Answer

Event Chair

Discuss any other topics not already addressed in the meeting

Next meeting

Event Chair

Set a date for the next meeting.