



# MASTER THE MEETING

## A SKILL-BUILDING WORKSHOP FOR ASSOCIATION LEADERS

**JULY 18, 2017 | 9:00 AM – 2:00 PM |**

**HOLIDAY INN AIRPORT WESTSHORE | TAMPA, FL**

Have you ever left a board discussion or meeting and wondered what – if anything – had been decided?

Do you have some board members who tend to dominate discussions and others who rarely speak up?

Are you confident about what does and doesn't need to be in the meeting minutes?

Learn what it takes to run an effective meeting, regardless of the size of the meeting or culture of the organization.

**Register yourself, your officers and your key staff today!**

**REGISTER ONLINE:** [www.aipparl.org](http://www.aipparl.org)

## WHY ATTEND

By the end of this workshop you'll know and understand...

- ✚ How to **maintain order** when presiding
- ✚ Ensure everyone has an **equal voice**
- ✚ The value of **using motions** and which ones you'll use most.
- ✚ How to ensure all members know what is being **discussed and voted** on.
- ✚ The **basic types of rules** and their ranking order.
- ✚ What does and doesn't need to be recorded in the **minutes** and why.
- ✚ When it's best to **engage a professional parliamentarian** and how to select the right one.

## WHO SHOULD ATTEND

- ✚ Association executives
- ✚ Presiding – and incoming – officers
- ✚ Corporate secretaries
- ✚ Committee chairs
- ✚ Key management staff