



Southern Maryland Association Representative Training  
Directions for a 10-minute Meeting

1. Description of a 10-minute Meeting

A ten-minute meeting is a brief meeting to inform members of pertinent information regarding the Association. It should only last **10 MINUTES!**

2. Pre-meeting Work

- a. Set up your meeting
- b. Announce your meeting
- c. Invite individuals one-on-one to attend
- d. Use volunteers to provide snacks, door prizes, etc.

3. Your First Ten-Minute Meeting

- ✓ Use the sample 10-minute meeting agenda provided by your local Association at each representative assembly (RA). Make sure you can cover it in 10 minutes. (Contact your local president or uniserv director for help if needed.)
- ✓ Ask people to either (1) reserve questions until the end (unless it's necessary for clarification), or (2) make a note on the slip at the bottom of the agenda to and leave it at the end of the meeting for your follow-up.
- ✓ Time yourself.

4. Wrap It Up

Extend thanks and goodbyes. Encourage people with questions to stay after the meeting or to complete the slip at the bottom of the agenda (see sample below) and hand it in before they leave.

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(Tear on the dotted line, complete slip below, and leave it on your way out the door.)

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Questions, Concerns, and/or Suggestions: \_\_\_\_\_

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