

Guidelines for hosting a meeting via Teleconferencing

Getting Started:

Find a platform/app for hosting the meeting. There are several available.

Set up your account.

Practice having a meeting with your executive board before you have one with your general association.

Before the Meeting:

Give notice of the meeting.

Establish the ground rules for the teleconferencing meeting.

Prepare the agenda, financial reports, minutes from the last association meeting.

Email the reports, agenda and ground rules for the meeting to those who indicate they will be on the call.

Make sure your membership list is up to date and your secretary has a copy.

During the Meeting:

Conduct the meeting as you normally would. Make note of time you open the meeting as well as adjourn the meeting.

Set ground rules for the call.

Verify everyone on the call can hear and be heard.

Remind people to “Mute” themselves to get rid of outside noises.

Quorum should be established by roll call and identification of individual members.

Have your Secretary do a roll call of the Executive Board that is on the call.

Have your Secretary do a roll call of other members that are on the call. Verify they are actually paid PTA members.

Remember: The normal rules of holding a meeting apply to your teleconferencing meeting. People should be treated and treat others with respect and courtesy.