

## Planning and Hosting First Oxfam Meetings and Events

The first club meeting of the semester can set the stage for the entire year of on campus involvement with Oxfam. Having a successful first meeting can also help you create a more robust Oxfam club, with dedicated members who can help you extend your club's legacy and promote Oxfam's mission.

It is important to have a clear **purpose and goal** in mind when hosting a meeting, whether that is to provide general introductory information about Oxfam or to plan future events on campus.

**Purpose** of general club meetings:

- Help build a strong club identity
- Develop relationships - get to know each other as people outside of the work that the club does, build friendships with others, and have fun as a group
- Allow people to learn more about Oxfam – make Oxfam stand out as the wide-reaching organization it is, educate members about the national and international campaigns,
- Plan and prepare for events, and brainstorm ideas

**Goals** of the first meeting:

- Introduce people to club executives and current members
- Develop club membership
- Engage new people in Oxfam's mission

### Creating an Agenda:

Creating a clear and concise agenda ahead of time for your meetings and events can mitigate a lot of stress and can ensure that you are staying on track. One helpful tip is to have a Powerpoint that attendees can follow during the meeting. When you create an agenda, stick to it! A sample agenda could look like:

- Introduction
  - music and snacks
  - introduce members/exec team
  - Icebreaker/friendly small talk
- Oxfam news
  - Share Oxfam newsletter/videos, stories, and blogs
  - Open discussion
- Event planning and reminders
  - Announce event
  - Delegate tasks
- Closing
  - Questions and discussion
  - Summary/next steps
  - Reminders about next meeting

### **Timeline of a Meeting/Event**

- Before:
  - 2 weeks minimum- set date, time, place (this is best to set far in advance, and have a reoccurring meeting space)
  - 1 week minimum – posters around campus, social media promotion, email invites and reminders
  - Day of – check all supplies, set up, send reminder email/ texts/ social media posts, set up room
- During:
  - Stick to your agenda and change the world!
- After:
  - Within 1 week – follow up email, be clear about delegated tasks/upcoming events, focus/purpose, goals

### **Club Meeting Best Practices:**

Some of the best meetings have the following traits:

- Well planned agenda – this creates a clear and balanced “before and after” structure, helps refocus the purpose and goals of a meeting
- Adequate advertising beforehand – make sure you cast a wide net when promoting your meeting, the more notice you give people, the likelier they will show up because they know when, and where the meeting is taking place
- Attendance from executive members – not showing up to a meeting displays poor dedication to the club and its values
- Inclusivity- ensure that everyone feels welcome and appreciated
- Grounding practice and/or icebreakers – these can ease tension and allow people to build connections before diving straight into the agenda
- Take minutes – capture and share these notes after every meeting to make sure you carry out next steps
- Call to action- give new members a reason to keep coming back!