

# Introduction

Job's Daughters meetings are run per ritual. We do not have to do a lot of extra planning other than the business items we need to process. That gives the Honored Queen and the line officers more time to think about what it takes to have a successful meeting and a healthy group of members.

## Here are some things to keep in mind:

- Remember the ages of your members. You will need to educate the younger and newer members, while keeping the interest of the older members and those who have been members for a longer time.
- What are the needs and interests of the members?
- Have the members been reminded of the meeting at least 48 hours ahead of time?
- Do I have an orderly agenda?
- Am I organized so that we can get through the meeting efficiently and still have time for some socializing and fun before leaving?

## Executing the Agenda

- Start the meeting on time
- Stay on track
- Know your part and the business topics so the meeting runs smoothly
- Speak clearly
- Insist on order. Talk to the group. Do not allow side conversations.
- Make sure everyone who speaks can be heard. Make sure they explain fully what they are talking about. Don't assume that all members know about each project or event.
- Keep track of who is responding. Draw people out. Silence isn't always agreement.
- Be aware of the mood of the group.
- Involve the members in planning, decisions and problem solving.
- Delegate. Give jobs to people according to their abilities and then check with them to see that they are on track.
- Reward

# Preparing an Agenda

Make sure you have all of the information you will need to plan your agenda.

- Calendar
- List of events coming up
- Business items which need to be discussed

It is a good idea to have a ring binder to keep your agendas and notes.

Remember that information is power. Be accurate, share with everyone.

When elected as Honored Queen of the Bethel, make arrangements to call your Bethel Guardian at an arranged time before each Bethel meeting. This will allow you to go over the agenda and business items so you are familiar with what will need to be discussed. The Guardian should have correspondence and information necessary to completing the agenda.

Having all of your business written out ensures that you will not leave out details necessary to bring to the members' attention.

Listing the members names under each item of business requiring sign up to take part or attend, makes it much easier to note who is signing up as quickly as possible.

Bring your previous agendas to each meeting so you can refer to them.

# Sample Agenda

## Regular Meeting (Date)

### Reports:

1. Sunshine
2. Publicity
3. Social
4. Calling
5. Other committee reports
6. Past events

### Unfinished Business:

1. Installation will be Saturday, June 10 at the Temple. Practice begins at 11.00am, followed by pizza lunch, pictures, installation, reception, evening events and overnight. We will ask that everyone who is staying overnight will help clean up and be gone from the Temple no later than 9:30 am on Sunday. Please stand to let us know who will attend.

Becky Brown	Jenny Jones	Pam Peterson
Jane Doe	Mary Lee	Sue Schmidt
Jill Johnson	Lisa Miller	Ann Smith

Please take your robes home to be washed and re-hemmed. Please bring a dressy dress for the reception.

2. Grand Bethel Picnic is July 8. There will be a visit to the Shrine Children's Hospital and a trip to the amusement park. Who is interested in going? This will not be the final count.

### New Business:

1. The line officers and council have recommended that we purchase 3 dozen water glasses to donate to the Temple for the thank you gift of the term. We are allowed to use the Temple without paying rent or expenses. (Need a motion and vote)
2. We will be taking names for camp next meeting. Please make sure you have talked this over with your parents and are sure whether or not you will be able to attend.
3. We have been asked to make a quilt square for Miss Job's Daughter.
4. Who wishes to make this square?
5. Who would like to answer the letter from the GB Rep from Arizona?

# Planning an Event

## Answer the five "W" questions:

- What: What is the event (Spaghetti Supper, Friendship Meeting, *etc.*)?  
Why: What are you hoping to accomplish with this event (make money, promote Job's Daughters, encourage friendship, *etc.*)?  
When: When is the event (date & time)?  
Where: Where will the event be held (Masonic Temple, park, *etc.*) ?  
Who: Who should attend the event (members, prospective members, other Bethels, family, general public, *etc.*)?

## Determine "How" the event will be accomplished:

- Divide the event into its component parts. Will there be a rehearsal? decorations? refreshments? a theme? Remember that each component of the event will need to be planned.
- Determine your labor requirements. How many people will you need to get the work done? Draw up a tentative list of people who can do each task.
- How will the people who should attend the event learn about it? invitations? posters? flyers? advertising? PSAs (Public Service Announcements)?
- Set up a calendar for the event. As you decide on deadlines for each part of the event, mark it on the calendar.
- Set up a budget for the event. As you decide on each component of the event, estimate its cost. Then determine the total cost for the event. Can the Bethel afford to support the event? or will you need to request donations of food, materials, *etc.*, from the members and/or the Bethel Guardian Council?

## Take your plans to the Bethel Guardian Council for suggestions and approval.

## Tips for accomplishing the event:

- Give you and your committee enough time to get the job done! Planning backwards allows you to best use your manpower and to not underestimate the time needed to accomplish the task.
- Give your helpers a deadline by which to accomplish their part of the project.
- Check in with your helpers before their deadline to see how things are going. Help them solve unexpected problems. Let them know you will be checking in with them from time to time. This will help to keep them working.
- Praise all efforts and good work in both private and public. This will encourage people to want to work for you.
- Handle all problems in private. Consult with the Bethel Guardian if you encounter problems you can't handle. Encourage rather than blame.

## Checklist for an Activity

- Determine the goals, date, time, place and budget for the activity.
- Make sure everyone involved knows the purpose for the activity.
- Develop a list of resources, both internal and external, to help accomplish your goals.
- Appoint necessary committees.
- Publicize the activity (to members and outsiders).
- Confirm that deadlines are being met.
- Set up for the activity.
- Run the activity and clean up.
- Follow up with reports and thank-yous.

**Exercise:**

Make a plan for a spaghetti supper fundraiser. Show all of the above items and then plan backward to decide the timetable.