**A Guide for Holding Informal Meetings**

This resource is designed to offer clubs and league committees good practice ideas for conducting informal meetings. The objective of this resource is to make meetings efficient, effective and painless. This document presents ideas which can result in effective meetings being held even when they are informal.

1. Ground rules of the meeting to be set in advance.  
2. The reason and the time for the meeting.  
3. Decision-makers.  
4. Plans for the next meeting.  
5. Common challenges.  
6. Proper communication.  
7. Minutes of the meeting.  
8. Closing statements and adjourning the meeting.