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**Organizer’s Checklist for Effective In-Person Coalition Meetings**

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| C:\Documents and Settings\LFresina\Local Settings\Temporary Internet Files\Content.IE5\0BQTLEYI\MC900434665[1].wmf | **Activity** | **Notes, Person(s) Responsible & Follow-up** |
|  | Poll coalition members for most convenient times and locations for regular meetings. Set a schedule of meetings and circulate to coalition partners. Include meeting schedule in orientation packet for new members   * *Choose a* ***location*** *that is accessible by public transportation, has free or affordable parking, and is accessible to persons with disabilities.* * *Choose a* ***meeting time*** *that works for the youth, parents, and other community members you want to engage – not just for staff.* |  |
|  | Develop a meeting agenda with times and roles and share with coalition chairs and subcommittee chairs 3 days before meeting for their changes and approval |  |
|  | Assign coalition partners to report on key parts of agenda for greater buy-in and listener interest |  |
|  | Establish goals of meeting in advance and share with membership when circulating meeting reminder |  |
|  | Circulate a meeting reminder 24-48 hours in advance |  |
|  | Plan for onsite help for room set-up and post meeting clean-up – “staff” should arrive early! |  |
|  | Circulate a sign-in sheet to gather records of meeting participants -- or require an online registration beforehand. |  |
|  | Secure LCD projector AND laptop if needed |  |
|  | Secure ASL interpreter or translator services if needed |  |
|  | Get refreshments (preferably donated) - *avoid allergy inducing foods like nuts* |  |
|  | Ensure that you have nametags, markers (for name tags), pens (for sign-in sheet) |  |
|  | Bring a flip chart or chalkboard for capturing action steps |  |
|  | Copy agenda and other materials and assemble participant packets |  |
|  | Designate a timekeeper |  |
|  | Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard |  |
|  | Designate a competent notetaker to capture meeting minutes - key discussion points and action items |  |
|  | Circulate meeting minutes within 3 business days – highlighting assignments, key decisions, and next steps |  |
|  | Other? |  |

**Organizer’s Checklist for Effective Virtual Coalition Meetings**

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| C:\Documents and Settings\LFresina\Local Settings\Temporary Internet Files\Content.IE5\0BQTLEYI\MC900434665[1].wmf | **Activity** | **Notes, Person(s) Responsible & Follow-up** |
|  | Poll coalition members for most convenient times and set a regular meeting schedule. Circulate online invitations to coalition partners. Require registration to capture attendees’ contact information.   * *Ensure that all coalition partners have* ***access*** *to the virtual meeting platform that you are using. D* * *Choose a* ***meeting time*** *that works for the youth, parents, and other community members you want to engage – not just for staff.* |  |
|  | Provide instructions on joining and technical requirements for the virtual meeting. |  |
|  | Develop a meeting agenda with times and roles and share with coalition chairs and subcommittee chairs 3 days before meeting for their changes and approval |  |
|  | Assign coalition partners to report on key parts of agenda for greater buy-in and listener interest |  |
|  | Establish goals of meeting in advance and share with membership when circulating meeting reminder |  |
|  | Circulate a meeting reminder 24-48 hours in advance with a reminder of how to access the online meeting |  |
|  | Ensure that you have an electronic agenda and other materials that can be shared on the meeting organizer’s screen at relevant times |  |
|  | Secure ASL interpreter or translator services if needed and communicate how to participate in translation services on the online platform. |  |
|  | Designate a facilitator to track meeting time |  |
|  | Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard |  |
|  | Designate a competent notetaker to capture meeting minutes - key discussion points and action items |  |
|  | Remember to keep all attendees on mute, until they are scheduled to speak |  |
|  | Circulate meeting notes within 3 business days – highlighting assignments, key decisions, and next steps |  |
|  | Other? |  |