

Keys to Productive Arthritis Walk Committee Meetings

- Orchestrated by the Event Chair, they should be used as working meetings to brainstorm and report on progress.
- Keeping your meetings to one hour in length will convey that you realize these people have families and jobs outside of volunteering.
- Committee meetings should also allow for committee members to get to know each other and share why they are Arthritis Foundation volunteers.
- Staff should work with their Event Chair prior to each committee meeting to prepare an agenda that addresses the key topics. This is your opportunity to make sure you are on the same page.
- Meet monthly in the beginning and then every other week the last six weeks.
- Set all of your committee dates at the first meeting.
- Role of staff at meetings: Serve as a resource, provide factual information to volunteers, get answers to tough questions and bring in new volunteers.
- Role of volunteer at meetings: Lead group, assign tasks, make decisions and recognize committee members.