Facilitating and Building Engaging Meetings on Digital Platforms

Organizing to Build League Power
Quick Housekeeping

• This meeting will be recorded to keep accurate notes to share with attendees after the call.
• Staff will be monitoring the chat box.
• If you are not speaking, please mute yourself to minimize distractions.
• Slides and additional resources will be available on League Management Site:

  https://www.lwv.org/league-management/recruitment-engagement/organizing-resources-build-league-power
LWVUS Facilitators

Luana Chaires
ORGANIZER

Alicia Gurrieri
ORGANIZING MANAGER

Alma Couverthie
NATIONAL ORGANIZING DIRECTOR
New LWVUS Campaign Organizer
Community Norms

- Bring you full self and limit distractions.
- Use the chat box to add thoughts, experiences, and/or questions.
- What is learned here leaves here.
- Use active and reflective listening.
Agenda

4 BEST PRACTICES OF A GREAT FACILITATOR

COMMUNITY NORMS FOR DIGITAL SPACES

CATEGORIES OF MEETINGS & BEST PRACTICES
What does a facilitator do?

A facilitator guides a group or a team through a agreed-upon, convenient, cooperative, and effective process to reach a goal.
A Great Facilitator will be able to...

1. Plan a Constructive Agenda
2. Set the Tone
3. Balance and Encourage participation
4. Provide Closure
1. Plan a Constructive Agenda

• Identify the purpose of your meeting and select topics that are relevant
• Don’t do it alone! Ask people to contribute to the agenda.
• Assign roles to your team/participants for the meeting
• Create a timed itinerary of your meeting and stick to it
• Do a tech rehearsal for the technology you are utilizing
2. Set the Tone

- Using a meeting platform that will allow video of the facilitator
- Establishing community norms
- Being mindful of non-verbal communications
- Keep the group moving towards the goal of the meeting
- Have a sense of humor and humility
- Be flexible and willing to shift gears when needed
3. Balance and Encourage Participation

- Respect for all participants and interest in what everyone has to offer
- Maintain a safe and empowering environment
- Utilize community norms
- Demonstrate active listening
- Pause and allow for reflection
- Regularly ask for input and invite questions
4. Provide Closure

• Doesn’t let the meeting drag on
• Ends on a positive note and on time
• Reiterate the meeting objective and what was accomplished
• Thank You and Congratulations
• Cues “Next Steps”
• Provides reminders
• Follow-up when needed
COMMUNITY NORMS FOR DIGITAL SPACES
Developing Community Norms for Digital Spaces

- **Identify**
  - Identify community values and mission

- **Articulate**
  - Articulate goals and prioritize needs

- **DEI**
  - Keep LWV Diversity, Equity, and Inclusion policy central when developing community norms

- **Ask**
  - Ask for input and feedback

- **Reevaluate**
  - Reevaluate your community norms periodically
Suggested Community Norms in Digital Spaces

• Bring your full self and limit distractions
• Use active and reflective listening
• Ask questions for clarifications to help avoid making assumptions.
• Use the mute button to avoid background distractions
• Create a shared Understanding
• Turn on your video whenever possible
TYPES OF MEETINGS & BEST PRACTICES
Types of Meetings

- Internal Meeting
- League Community Meeting
- Public Engagement Meeting
Internal Meeting

KEY FEATURES
• Participants: League members, staff, board members
• Goals:
  • Mostly action-oriented
  • League business

BEST PRACTICES
• Allow time for troubleshooting login
• Agree on meeting norms
• Agenda is sent out ahead of time with important meeting information
• Design an ice-breaker check-in
• Consider ways to add additional engagement
• Assign roles
League Community Meeting

**KEY FEATURES**

- Participants: League members/volunteers, local and state League, multi-League meetings
- Goals:
  - Can be action-oriented
  - Foster community
  - Introduce new members

**BEST PRACTICES**

- Ice Breakers
- Community Norms
- Create a digital parking lot
- Celebrate moments of consensus
Public Engagement Meeting

**KEY FEATURES**
- Participants: General public, coalition partners, community leaders
- Goals
  - Public education
  - Member recruitment
  - Developing community partnerships

**BEST PRACTICES**
- Create a collaborative environment among your team and non-league partners
- Have an outreach and marketing plan for your event
- Schedule time to practice the presentation
- Delegate a specific person to be present for technical issues
- Join 15-20 minutes before to test your video and microphone
Next Steps:

- Contact organizing@lwv.org with any questions, comments or feedback!
- Check out Organizing Resource page for recording of previous trainings and more!
- June 4th An Intermediate’s Guide to Social Media Tools Training from 3-4:30 ET
Questions?