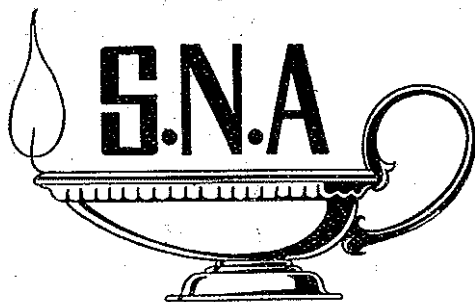




Student Nurses Association Meetings

How do you organise your meetings ?

By

Elizabeth Orbell

12 points which may help you to have more successful meetings.

1. Executive Officers *i.e.*, the president, secretary and treasurer, must be enthusiastic and business like.

2. The committee should consist of a representative from each class of student nurses. If a committee member is unable to attend a meeting she or he should send a substitute.

3. Arrange regular monthly meetings at the same place and at the same time. Notify all members of the committee in writing as well as a notice on the general notice board.

4. Members of the executive committee should do a good deal of propaganda in order to get a good attendance.

5. The president and secretary should make out the agenda which should be included in the notice of the meeting.

6. Some student nurses invite a senior member of the registered staff, *i.e.*, the sister tutor or assistant matron, to attend their meetings in an advisory capacity only. This has proved to be a great help as long as the senior person does not interfere with the meeting.

7. The president should always chair the meeting in a business like manner and according to strict committee procedure. If you are not sure of this procedure look it up or ask someone who does, to give you advice.

8. The president should control the meeting and not allow it to become a general complaints meeting with nothing but destructive criticism. Problems and difficulties can be thrashed out at these meetings but constructive suggestions are needed.

9. The president should report to the matron on the day following the meeting and inform her of what has taken place at the meeting, and ask for her help and guidance in any problems which have arisen.

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10. It is advisable in order to keep up interest and enthusiasm, to have some objective to work for. This may take the form of giving help to someone or raising money for some recreation etc.

11. At some meetings a special speaker may be invited and supper served.

12. A big annual meeting should be held once a year when all the registered staff are invited. The year's activities are reviewed and an election of officers takes place. Some student nurse groups ask the medical superintendent to take the chair at the annual meeting. This is a good idea as it gains the interest of the doctors in the association.

Lastly, remember that the Student Nurses Association is your official mouthpiece; it is as active as each one of its members; it will help you in the same ratio as you help it.