

Collaborative Meeting Worksheet

Use this worksheet to plan a Collaborative Meeting

Interest and Participation

- Chapter officers identify need for larger meeting
- Officers identify potential group (s) to collaborate with
 - Designated person (s) to make contact with possible group (s)
 - Set time frame for confirming who will participate
- Set up meeting with group (s) interested in participating
 - Conference call
 - Face-to-face meeting
- Collaborative Agreement
 - Designated person will create collaborative agreement draft
 - All groups review, revise, and accept agreement

Meeting Ideas

- Venue
- Date
- Program
- Financial perspective
 - Vendors
 - Chapter financial contribution
 - Treasurer
- Committee Meetings
- Deadlines

Responsibilities

- Chair Person
- Planning Committee
 - Program/Speakers
 - Vendor Support
 - CEAB application
 - Venue
 - Advertising/Publicity