

## **PLANNING AND CONDUCTING THE MEETING**

- \* The time and place of the meeting should be arranged for convenience of the majority of members.
- \* A notice of the meeting and the agenda should be sent to each committee member three (3) weeks prior to the meeting.
- \* A telephone call to the committee members should be made during the week prior to the meeting to serve as a reminder and a welcome.
- \* The agenda should be planned with specific objectives and outcomes for the meeting.
- \* A SCROP instructor will usually chair the Advisory Committee meeting until a chairperson can be elected or selected.
- \* A SCROP representative can act as the recorder for the Advisory Committee, or an industry representative may be appointed.
- \* A copy of the minutes of each meeting should be sent to each member and appropriate SCROP personnel.
- \* NOTE: If several SCROP instructors teach the same course, they may choose to work together and have a combined meeting.