Effective Class Presidency Meetings:

1. Start on time with prayer.
2. Be held on a regular basis.
3. Have an agenda or calendar for all members of the presidency to take notes on.
4. Include leadership training by the leader (see the Leadership Handbook for suggestions).
5. Each member of the presidency takes turns conducting the meeting.
6. Review the minutes from the last meeting.
7. Review assignments given in the previous meeting and allow presidency members to report on assignments.
8. Review the effectiveness of previous activities.
9. Review the needs of individual class members and a plan should be made of how to meet those needs most effectively. Remember: all discussion of individuals' needs is confidential.
10. Plan how to reach less active and non-members in each class (like visits, phone calls, letters, etc).
11. Plan new activities.
12. Make assignments for activities (like who's bringing what, rides, etc) and for contacting less active and non-members of the class.
13. Each presidency member should be encouraged to make suggestions.
14. Presidency members respectfully allow guidance, counseling, and suggestions from the Leader.
15. End with a prayer.

Characteristics of Ineffective Class Presidency Meetings:

1. Meetings aren't held regularly.
2. No agenda or calendar.
3. No leadership training.
4. Meetings start late.
5. No prayers.
6. Presidency members gossip about class members.
7. Presidency members tell others about confidential matters discussed during the meeting.
8. No one reports on assignments.
9. No discussion of how to help in-active or non-members.
10. No analysis of the effectiveness of previous activities.
11. One person is always in charge—that person gives all the suggestions and makes all the decisions.
12. Disrespect is shown to Leaders.
13. Activities planned have no purpose; they aren't "virtuous, lovely, of good report, or praiseworthy".
14. CHAOS!