

## **MLD Tip: Use Your Program Planning Meeting to Engage New Members and Develop Leaders**

A League's program planning meeting is a wonderful opportunity to engage new members and potential League leaders in cornerstone of LWV: advocacy and our consensus process. As Leagues prepare for their meetings, they can *intentionally* reach out to new members and potential leaders – before, during and after the meeting by doing a few key things.

*Before the program planning meeting:* Reach out to new members and potential leaders by specifically ...

- Inviting them to become involved in planning the event. For example...
  - By “shadowing” and being mentored by the organizers.
  - By taking on small tasks related to planning the meeting.
- Inviting them to participate in the meeting (and perhaps even offer to carpool with them).

*At the program planning meeting, it is important to have....*

- A sign-in sheet with a spot for contact information.
- Nametags.
- Greeters to welcome participants.
- Small tasks to engage new members and/or potential future leaders.
- Necessary program-planning materials (just in case someone left theirs at home).
- An explanation of the process (because it can be very confusing!).

*After the program planning meeting...*

- Note what League members seemed particularly interested in what issues and follow up with them about how they might like to be involved.
- Thank League members involved in planning and putting on the event.
- Send the list of attendees to committee chairs, including the Nominating Committee, for further follow up and involvement.