

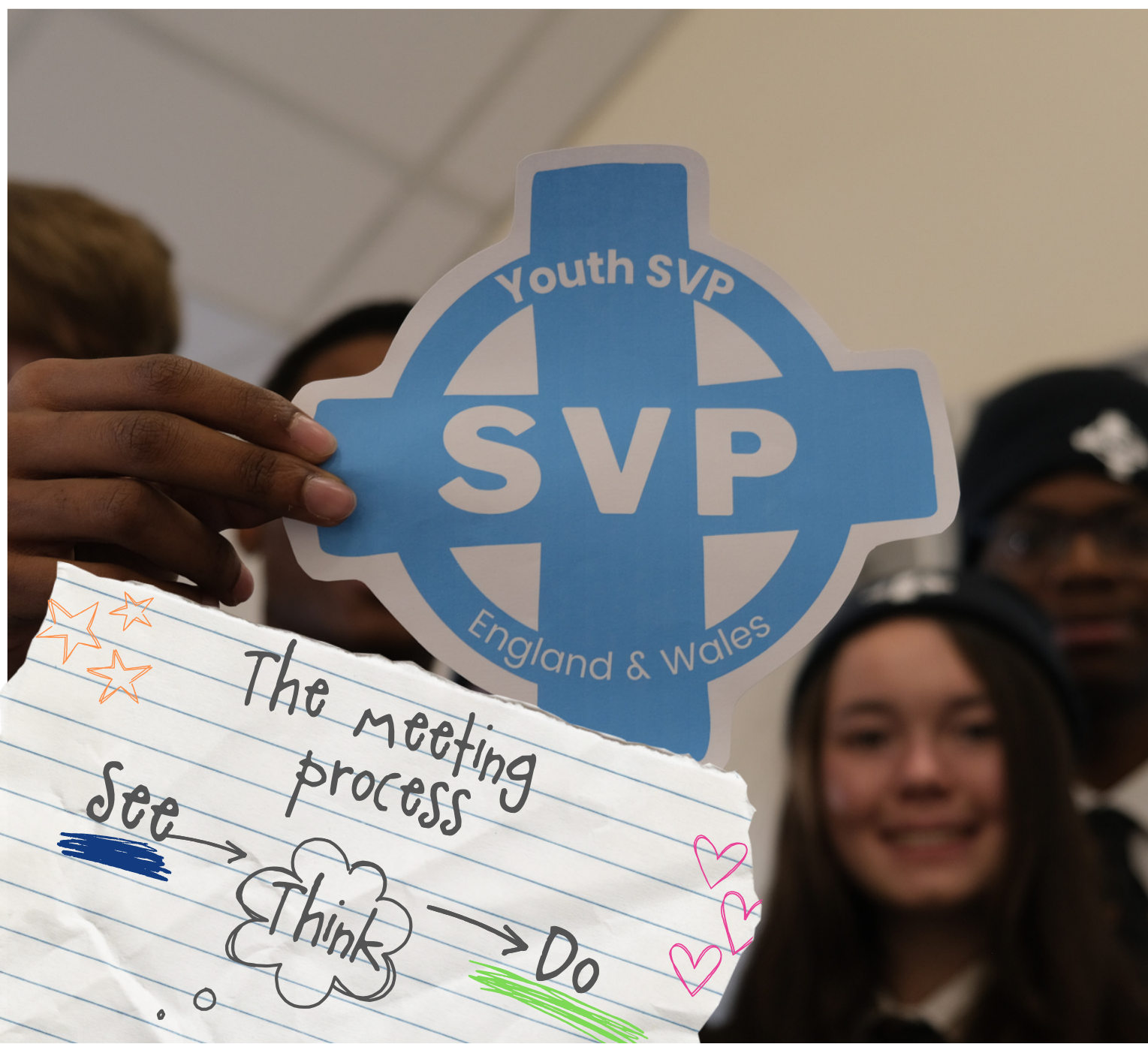


St Vincent  
de Paul Society

England and Wales

Turning Concern into Action

# RUNNING THE MEETING





# Preparation:

## Building firm foundations:

Youth SVP groups around England and Wales are meeting weekly, fortnightly and monthly: in schools, parishes and community support centres. Some for an hour, sometimes for only twenty minutes.

Whatever your scenario, our advice would be that building firm foundations is key. Take the time at the beginning for the group to get to know each other and settle in. Sometimes the best first meeting is one where there is an action to get involved with straight away. Is there an action you could get young people to come and support?

## Getting started:

- Arrange a time, date and room for your meeting. Try to avoid changing this once the conference is set up, to help with continuity.
- Let the [National SVP Youth Office](#) know about the meeting details, so that a YVDO representative of the St Vincent de Paul Society can attend where possible for added support when able.
- Advertise the details throughout the school at assemblies, in the daily notices and on [posters](#). In parishes make sure it's in your bulletin and announced where possible at masses and in confirmation classes, etc.
- Plan the agenda of the first meeting. Use the [agenda sheet](#) attached as a template if it's helpful.
- Make sure you have an opening prayer and reflection ready and a clear list of agenda items (Use the members booklet and the prayer and reflection guide to help you).
- At the meeting give copies of the [Officer Roles Descriptions](#) to interested young people to read through.
- Invite someone to take the [Minutes](#) and act as secretary.
- Early on ask members to fill in this [Photo Consent Form](#) so that you can share stories and pictures with the national Youth SVP Team. We love to see & share your stories and news. With this filled in you can pass on good news when you have it.







## Before the meeting

- Meet with the Youth SVP president, vice president & secretary to run through the plan & agenda.
- Check on any outstanding action points.
- Ensure the room is available and timings have been publicised.



## Tips for meeting



- Try to start the meeting on time.
- Say the opening prayer together.
- Take a moment to go through a reflection together as a group.
- In the first couple of meetings you may choose to play 'get to know you' games. You can also choose to run icebreakers when you have new members join the conference.
- Take an attendance of all conference members and record in the **minutes**.
- Type up the minutes as the meeting progresses to save time. This task is usually assigned to the secretary.
- Have a positive attitude and be respectful of other members' contributions.
- Stick to the agenda: talk through each agenda item as they come up. This will help the conference stay on track within the allocated meeting time.
- Provide time for questions or new ideas but save general chat until after the meeting.
- Say the closing prayer together.
- Close the meeting. Once the meeting has finished, the minutes will be finalised and sent to all the members to confirm who attended, what was covered and any new ideas or questions raised. The best time to run your Youth SVP Conference meeting is at least once a fortnight. As time is often limited, keep your meetings short but remember to still have fun!



## Beyond the meeting

- It is good to plan the occasional social get together for the Youth SVP.
- Celebrate your successes!
- Consider using some meetings to get to know each other better through team building games, or icebreakers.

