

## Module 4 Lead-Practice Sample Meeting Agenda

### Preparation: The Key to a Successful Call

- Read the weekly update and be clear about the requests. Check in with your Regional Coordinator if you are unclear about anything.
- Choose a mock or role-play to do on the call.
- Review notes from last call, what did people commit to do by this week? Be sure to follow up with them so they know you are serious about supporting them to achieve their goals.
- Lead by example. Prepare a mock for the call to model for your group.
- Create an agenda and vision for the call.

### Sample Agenda for Your Call

- Relationship Building (5 min)
- Inspiration (5 min)
- Review Agenda (2 min)
- Exercise (15 min)
- Follow Up on Commitments from the Previous Week (20-30 min)
- Other Agenda Items (10 min)
- Close the Call and Thank

#### Call Tips:

Always be on time. Set the call up 5 minutes early and ask that your group is on time as well.

Follow your agenda, but be flexible enough to throw it all out if there is an issue that takes precedence.

Close personal relationships allow for deeper levels of commitment to each other and our shared vision of a world without hunger, make time to get to know each other.

Lighten up. Laugh, tell jokes and have a good time. This work can be heartbreaking, so focus on the everyday success of being in partnership with other people who share your vision and your passion

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### Detailed Sample Agenda for Your Call

- Relationship-building (5 min)
- Quick shares about life outside RESULTS
- Choose one person to tell two truths and one lie about themselves, have other group members guess the lie. (Guaranteed laughter!)
  - Other relationship-building games
- Inspiration (5 min)
  - Ask a different volunteer to bring their favorite quote each week.
  - Ask folks to share why they joined your group.
  - Have a group member share what they love about your group.
- Review Agenda (2 min)
  - Review agenda and then ask if anyone has anything to add.
- Speaking Exercise (15 min)
  - Choose a new mock or role-play each week.
    - What is RESULTS?
    - Current Campaigns
    - What is political will?
    - An Invitation to Participate
    - Role-play meetings with Congress, media, community members
  - Ask advocates to come prepared
  - Ask advocate to say what they liked and disliked about their mock
  - Give your feedback and then ask for the group's feedback as well
- Follow Up on Commitments from the Previous Week (20-30 min)
  - Use your notes and review commitments with each partner.
- Take detailed notes on new commitments or how to support them as they move forward.
- Help identify roadblocks and brainstorm how to work through them as a group.
  - Ask them what they will do and by when.
  - Take detailed notes for the next call.
- Other Agenda Items (10 min)
  - Campaign Updates
  - Miscellaneous
- Close the call, thanking your group members

