



# Holding Your First Meeting

## New Facilitator Guide Series

This guide series is developed to help you through the first stages of developing your community.

As you establish your group, one of the most exciting moments is holding your first conversations with a group of engaged peers! To help get you started, we have developed the following brief notes to help you through the “what”, “when”, and “where” of getting the ball rolling.

### What should I cover?

- Mission
  - Each group is different - some meet to educate and exchange ideas, others come together to develop a new practice or tangible service/solution together. Talk with your group to discover what you collectively wish your goal to be.
- Meeting cadence
  - It is important to establish a “cadence” or general schedule for your meetings. This doesn’t have to be set in stone and will almost certainly change and evolve as you learn what works best for your group. It can be as often as monthly or as little as two or three times a year.

### When is the right time?

- Don’t wait for a perfect number of interested individuals to hold your first meeting(s). Creating a group only requires a small number of people to engage in a conversation and develop a basic mission. This can even be 2 or 3 individuals - and that’s ok!
- Once you start holding meetings, the number of participants will grow. It will be easier for people to learn about you once there is some ongoing activity and established buzz from your group around campus.

## Where to meet?

- Digital vs. In-person
  - Depending on the respective subject material and physical availability of your group, you may decide that a digital format will work better for meeting. That can even include your inaugural conversation! In-person meetings definitely have their advantages, but if a digital forum ends up making more sense that's a-ok.