




# Getting Organized for the First Meeting

- **Introductions**

Welcome everyone! Use an icebreaker to encourage interaction among members. This is the time to learn more about your peers!

- **Visioning exercise**

Before getting started, conduct a visioning exercise asking the group about their vision of a healthy school. Highlight what the school may already be doing to promote health.  25 (in section 2, step 2)

- **An organized group is a successful one!**

Provide a folder or Duo-Tang to each member to keep track of all papers and materials related to Healthy Schools. This will also make students feel important!

- **Review the agenda**  13

Have an agenda ready to hand out to members. The agenda should include topics for discussion, a time guideline and the name of the person responsible for the item. For the first meeting, the Healthy School Champion may choose to chair. If possible, try rotating the chair for subsequent meetings.

- **Have a volunteer take the minutes**  15

Briefly explain how to take minutes for those who are unfamiliar. Use the template provided in the resources as a guide. Provide members with a copy of the minutes after the meeting.

- **Establish roles and responsibilities**  16, 17

The roles and responsibilities determine how the committee will run. These guidelines will prevent any miscommunication right from the start.

- **Discuss working as a group**  18

Briefly discuss basic guidelines the group will use to work cooperatively.

- **Complete a Healthy School Committee contact list**

Make a list of contact information for each member. If a member is a student, have them provide their classroom and teacher's name. Post a copy of the list on the school bulletin board so school community members know who to contact if needed.

- **Participation is a step in the right direction!**

Commend the committee members for joining in and participating. Encourage and build excitement for the things to come as a result of their help!

 Resources available in the resource section