

# How to Conduct a 30 Minute Meeting

Activity	Responsibility	Time
Distribute personalized pledge cards and other information as employees enter the room	CC or other committee member	5 minutes
Welcome employees and give United Way endorsement	CEO	2 minutes
Introduce and show the United Way video	CC	8 minutes
Have an agency speaker		5 minutes
Have United Way staff or LE speak		3 minutes
Questions & Answers		2 minutes
Ask employees to fill our pledge cards and turn them in	CC or other committee member	5 minutes
		30 Minutes