

LET'S TALK ABOUT INCLUSIVE MEETINGS

Thank you for watching this week's video of **10 Minutes to PTA the Transformative Way!** We hope this week's topic sparks further thought and conversation about having more inclusive meetings. Continue your learning and dialogue with the suggestions below!

REFLECTION QUESTIONS FOR YOU

- What experiences you have had during meetings that have made you feel included? Excluded?
- During meetings, are you typically the first to speak up or do you listen and wait for others to share first? How does this impact how much others engage in the conversation?
- As a PTA leader, what do you do to solicit feedback from your team and from meeting attendees? How do you use this feedback to improve the design of your meetings?
- What do you personally do during a meeting to help elevate the voices of others at the table?

REFLECTION QUESTIONS FOR YOUR PTA

- How does your PTA ensure that meetings are accessible to everyone who wants to attend?
- What are your PTA's strengths and areas for improvement when it comes to setting the agenda and assigning speakers, so your meetings are inclusive?
- How can your PTA improve how you identify strengths, ensure equity in roles, and establish next steps during and after meetings?
- How does your PTA engage and follow-up with families outside of the meetings? What impact does this have on future meetings?
- As a PTA, what can you commit to doing to make your meetings more inclusive?

Additional Resources

Below are three free resources you can refer to for further insight and guided reflection.

READ (5 Minutes)—[NeuroLeadership Institute: 8 Essential Habits for Leading Inclusive Virtual Meetings](#)

Explore these eight tips from NeuroLeadership Institute Master Facilitators Jon Martin and Matt Summers on ways you can make your virtual meetings more inclusive, split between meeting logistics and specific behaviors as the leader.

READ (5 Minutes)—[Cornell University: Accessible Meeting and Event Checklist](#)

Taking care to create an accessible event benefits not only individuals with visible or known disabilities, but also helps to ensure that all participants/attendees are able to fully engage. Use this checklist when planning your next meeting or event.

WATCH (47 Minutes)—[Google for Non-Profits: Inclusive Meetings | Live with Google for Nonprofits](#)

This video dives into best practices for ensuring your virtual meetings and events are inclusive. With these tips and real-life examples, you'll learn effective strategies for running programs remotely.