

PUTTING TOGETHER A DEPT MEETING

(1) PLAN. Get together with core dept activists to assign tasks and set the agenda. This meeting could include stewards, department contacts, flyer and newsletter distributors, people who serve on GEO committees, membership meeting attendees, and anybody else who might help out.

For this round of meetings, the agenda should include (a) letting folks know about the bargaining survey; (b) Q&A about the referendum; and (c) ballot collection. Add other agenda items if relevant to your dept.

(2) SCHEDULE. Pick a time and date and reserve a room. Things to keep in mind: (a) Folks are unlikely to make a special trip to campus for the meeting, so pick a time when people are usually around; (b) Be aware of conflicts (popular classes, lectures, reading groups); and, (c) Keep in mind that you'll need about ten days to organize turnout

(3) ADVERTISE. Post flyers and distribute quarter sheets -- GEO has templates available. Use email lists to send out notices. If your department has an events calendar, see about putting the meeting on it.

(4) ORGANIZE! Spend the ten days leading up to the meeting talking to every grad in the department and asking for a commitment to attend. Be sure to divide the work among the core activists, and to take advantage of personal relationships, shared classes, and so on. Track commitments, and be accountable to one another – it's important that organizers communicate with one another about who has been talked to and who hasn't. Be sure that every person who says 'YES' or 'MAYBE' gets a reminder call the day before the meeting.

(5) ORDER FOOD. GEO has budgeted money for food at dept meetings. Pizza is usually easiest, but sometimes the masses demand hummus. Urmila or David can help you get a check to cover the cost (either in advance or after the fact). Turn in receipts!

(6) MEET.