

General meeting: programme of supporting events

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Preparation

- Which human resources and funds are available? – Are additional resources/funds needed?
- What are association members interested in? Tip: Ask.
- At which point will the statutory part take place?
- How important should the informal part be?
- What does the programme look like?
- Who is in charge of organisational matters? – Should a committee be formed?
- How can association members (with their specialities) be included?
- Which resources are available from within your own ranks?
- Which location/space is suitable? – Tip: Make a booking well in advance! What is the best day of the week? – The right time?
- Should guests be invited (politicians, sponsors, neighbours, etc.)?
- How should the invitations look?
- What should we send together with the invitation?

Something to listen to

Presentation on a topic more or less related to the association.

Examples: a food kitchen may invite a nutritional advisor; women's organisations may invite a female historian to talk about an interesting part of female history; a disability organisation may invite a doctor to talk about the latest research findings.

Advantage: Participants end up talking to each other about things related to the association.

Disadvantage: Especially in urban areas, presentations are no longer always enough to excite everyone.

Tips: Take into account members' personal interests; invite well-known people; organise something around a current topic; the speaker should have good rhetoric and presentation skills. There may be some suitable people from among your own ranks.

Conference, combination of conference and general meeting.

Advantage: Two birds with one stone. Particularly suited for supra-regional associations and clubs.

Disadvantage: Complicated to organise.

Tip: Factor in a lot of planning time. Also open up the conference to non-association members.

Something to watch or look at

Photo exhibition, presentation of photos of association events.

Advantage: The participants can see themselves (best option); the association can show its achievements.

Tip: Presenting the photos well is key.

Film/video presentation, see above.

Showcase association heritage

Presentation of old association documents: photos, newspaper articles, minutes, agenda items, member lists, etc.

Advantage: See above.

Tip: Especially suitable for anniversaries; possibly in combination with a talk by someone who was around at the time.

Possibly in combination with a presentation.

Communal meal to bring everyone together

Association members prepare a meal together

Advantage: It's not always the same people (executive committee members) who have to do the work; members have the opportunity to actively get involved.

Tip: Leave the menu and creativity to the cooking team.

Another association could do the catering in return for a nice sum of money in their treasury.

Potluck

All participants bring something for the buffet. Drinks and desserts are provided.

Advantage: Low costs for the association. Small effort involved. If at least 12 people are involved, this will ensure a good variety of dishes.

Disadvantage: The participants do not get anything free of charge.

Variants: Gschwellti (potatoes cooked in their skins, commonly served with raclette, or melted Swiss cheese), with the participants bringing their own ingredients and/or toppings.

General meeting in a restaurant/Take-away

The association takes care of all of the costs or part thereof (e.g. pizza is provided, but participants must cover the costs of their drinks).

Advantage: No work involved.

Tip: Clarify whether the premises are suitable in terms of noise, etc.

Overnight stay in a *** hotel with gala dinner, all costs covered**

Disadvantage: High costs.

Tip: Do not lose sight of the dimensions and the budget, make sure to still offer a content-filled programme.

Other ideas**Short presentation on highlights from the association year**

Also possible in combination with the annual report; talent performers can get involved.

Company visit

Go somewhere no one can get into on their own...

Quiz on the association

But don't forget to inject some humour into the questions...

Mentimeter

www.mentimeter.com/

Surprise programme

But make sure it's not a let-down.

Secret Santa, but for birthdays instead of Christmas

Each association member is given the name and date of birth of a colleague, and surprises them with a present on their birthday without revealing themselves. The secret giftgivers are then revealed at the general meeting. How about a "Secret Santa"?

Dancing and dressing up

It's better to wait until after the statutory part.

Take a walk together

A communal walk (hike) could be fun. And research shows that the best ideas happen when you're on the go.

Shared experiences can create a sense of community

Why not try something together? Creating a picture, song or object together can help people to bond.

Celebrate and showcase successes

The 100th member, a big anniversary or a constructive meeting – celebrate successes. Go really over the top!

Questions, questions and more questions

Get some feedback on the programme of supporting events. Ask members (digitally and/or in person) what would make a programme of supporting events appealing to them. This will help to adapt the programme to the participants' needs.