

Fact Sheet #3: Running an Effective Book Club Meeting



The structure of a meeting is very much the choice of the group. It may be casual and conversational or follow a formal agenda. The group may wish to adapt its style as it develops.

Start the meeting

It is advisable to formally start the discussion in some way. This helps you to get the group discussion started on time.

Discussion

Make sure your club has at least two members who are willing to lead discussion; this will ensure a long life for your club. Often the most successful clubs are those in which participants take turns leading. Some clubs use co-leading, a process in which two people lead a discussion together. Before the entire club meets, the leader should prepare the discussion questions with a co-leader or another member of the club. Because each person will bring a different point of view to the reading, two people working together can prepare better questions than either could alone. Downloadable discussion questions/guides are available on the catalogue record of each Book Club Set.

Etiquette

(See also Fact Sheet #5) Adhere to agreed Book Club meeting guidelines.

Closure

At the end of the meeting collect all books and issue next set of books.

Confirm details of next meeting and arrange for someone to contact those members who were not present to swap books and notify of next meeting.

