

A First-Time Meeting

Slide 1: Title

Slide 2: Intro

As part of the NOC requirements, a new club must contact their local NAMI Affiliate and establish a connection through email, a phone call, or an informal meeting. At some point before or after the club is fully established, it is encouraged to have a meeting with the club to develop a relationship between the affiliate and the club.

Slide 3: Goals

When facilitating a meeting with a new club, try to accomplish the following goals:

1. The new club will know who you are and how you will be supporting their club
2. You know who the club contacts are; both the students and their faculty advisor
3. Both you and the club have an understanding about how you will communicate with each other going forward

Slide 4: Who Should Be Included

When inviting individuals to your first-time meeting, it is important to include the interested students and the faculty advisor.

Additionally, you can also invite the NSO contact so they can talk about how they are involved with NOC. Or you could also invite an existing NOC club leader who can talk about how they got started and provide some tips for the new club.

Slide 5: Conversation Flow

To help you make sure that you hit all the meeting goals, it's encouraged to make an agenda. We've put together a sample agenda and some potential questions you can ask to keep the club engaged and get an idea of what the club's hopes are for their impact on their campus.

For the agenda, you could include:

- Introductions
- Who is NAMI
- What is expected of clubs
- NAMI Support
- Q & A
- Next Steps

For questions, you could ask...

- Why do you want to start a club at your school?

- Do you have any goals you want to reach in your first year?
- What steps have you completed to start your club?

Feel free to edit the questions in a way that feels natural to the conversation. The more you host meetings, the more you'll find your own flow.

Slide 6: What to Bring

You may think about what would be important to have on hand when meeting with the new club. Here are some things we suggest having.

- Flyers or dates for upcoming events
- Pictures and ideas you can share from other NAMI On Campus Clubs
- NAMI swag if available
- An agenda to ensure you hit all your main objectives
- Materials to take notes

All of these items are great materials to keep you on track during your conversation or show the club what kinds of opportunities are available through your affiliate.

Slide 7: Different Ways to Connect

In this new digital age, there are different ways to connect. There are pros and cons to meeting in person and meeting over a digital platform like Zoom or Google Meets.

When meeting In Person-

- You get to meet the students where they are at and make a more personal connection
- You can bring club swag for the students to get excited
- However, this may be harder to schedule considering everyone's time as well as getting access to being on a school's campus.

When meeting Virtually-

- You can provide a small presentation to provide an overview of NOC and how you will be supporting the club
- You may have an easier time scheduling
- This could also be used as an alternative if COVID issues arise

Slide 8: Let's Review

Now that we've made it to the end of this video, let's review the main points that we've covered.

- All NOC clubs have to connect with their local NAMI Affiliate, and this connection can look different depending on capacity
- When facilitating your first-time meeting with a club, it's important to accomplish our 3 goals
- With time and practice you will be able to customize your own meeting flow to meet your and the new club's needs.

Slide 9: Resources

For more information about NOC, continue to read through the NOC NAMINet for NSONAs. If you have any questions about this topic or NOC in general, please reach out to NAMIONCampus@NAMI.org.