

Ten Tips for your first meeting

1. Choose somebody to lead the meeting. Some groups find it is better for everyone to take a turn. Others have one person who leads the group each time.
2. Take time to decide when to meet, where to meet, how often to meet and how long the meetings will last.
3. Decide on a coordinator. If you obtain your books from the library service the coordinator will be responsible for ordering titles on behalf of the group. The coordinator also makes sure that all books in the set you have borrowed are returned to the library.
4. Have a chat about the books you enjoy. As an ice-breaker the leader could ask everyone to tell the group what they are reading at the moment or ask each person to name their favourite book or author.
5. You don't have to read a book at the first meeting. Use it for planning or ask people to bring along a book they want to talk about.
6. Decide what type of meeting you want. Is it a light-hearted group reading books people know they will enjoy; a more serious group reading challenging literary titles; or somewhere in between.
7. How will you choose what to read? You may want to get suggestions from the group and decide to read all of them in turn, or just fix something for the next meeting. You might want one person to make all the choices.
8. Some Book Group sets from the library are very popular so decide whether you will be more flexible in your choices or whether people are prepared to buy a title occasionally
9. Establish a time at the beginning or end of the meeting for news, discussion or future plans.
10. Sort out arrangements for refreshments. Are you going to have any? Will people want something before the meeting starts, during the meeting, or stay on at the end?