

# The Chair's Role at Meetings



## During the Meeting

- Decisions are taken, recorded and carried out
- The organisation's policies are applied
- There is full participation
- The agenda is followed and
- There are time limits for the meetings as a whole and for the agenda items

## Communicate

- Start the meeting. Welcome any new members. Make any necessary introductions.
- Receive apologies for absence
- Ensure that additions or amendments to minutes are recorded
- Set the scene. State the objectives of the meeting and each item
- Try to be brief when making a point

## Control

- Maintain control. Set out any time limits.
- Allow flexibility and freedom of expression.
- Keep to the agenda
- Ensure quorum is present
- Ensure time is used effectively
- Ensure that proper minutes are taken

## Coax

- Ensure full participation
- Draw out quieter members and discourage those who are monopolising the meeting
- Be prepared to highlight issues that no one else will, and to be the one who always has to ask the awkward questions

## Clarify

- Ensure everyone understands what is being discussed
- Summarise
- Ensure that if jargon and abbreviations are used, all present understand them
- Ensure that decisions are recorded, together with who is going to implement them. It can be useful to record decisions on a flip-chart as they are made.

## Decision Making

- Ensure that decisions are taken in the context of the organisations strategy and that they are recorded, together with who is going to implement them

## Guide

- Remember that above all you are there to guide the meeting
- Steer members to work harmoniously and purposefully as a team
- Keep an eye in time

## At the End of the Meeting

1. Summarise decisions taken and action points to be followed up e.g. who's responsible, by when.
2. Agree a date for the next meeting – it is usually best to set dates for the year's meetings well in advance
3. Agree what special items will be put on the agenda of the next meeting and what work needs to be done, by whom etc.
4. Ensure that the minutes are written up, checked by the Chair and sent out in good time