

CHAIRING A MEETING

During the meeting, the chairperson will outline the purpose of the meeting and remind members why they are there.

MEETING ETIQUETTE:

Meeting etiquette dictates that:

- › The chair controls the meeting.
- › All remarks are addressed through the chair.
- › Members do not interrupt each other.
- › Members aim to reach agreement.
- › A vote is taken to determine outcomes.
- › The majority wins the vote.
- › All members accept the majority decision.

When discussion is underway, it is the chairperson's responsibility to ensure that it continues to flow smoothly by involving all members present and by not permitting one or two people to dominate the meeting.

SUMMARIZING & CLARIFYING

Summarizing by the chairperson during meetings can:

- › Indicate progress, or lack of.
- › Refocus discussion that has wandered off the point.
- › Conclude one point and lead into the next.
- › Highlight important points.
- › Assist the secretary if necessary.
- › Clarify any misunderstanding.

At the end of a meeting, the chairperson should remind members what they have achieved and thank them for their contributions. Finally, the time and date of the next meeting should be arranged.