



## Top Tips for Chairing a Meeting

### Preparation before the meeting

Work together with the Secretary and other Committee members. Find out what people want to discuss. Think about how you can raise issues in a clear and informed way.

### Points to consider:

- Why are you having the meeting?
- What outcome(s) do you want to achieve?
- What will you discuss?
- Do you want speakers?
- Do you need to get more information to inform the discussions?
- Do you want to ask someone to prepare an introduction?
- Do you need to distribute any information in advance of the meeting?

### The agenda

- An agenda is simply a list of the things you want/need to discuss in your meeting.
- Allocate a time to each topic – and stick to it!
- Aim to keep the length of meetings to no more than 90 minutes. Any outstanding issues can be rolled forward to the next meeting.
- Need to assume that previous minutes and circulated reports have been read – do not go through them line by line
- Best practice suggests that there should be no ‘Any Other Business’.

### At the start of the meeting

- Make sure everyone has the agenda and papers at least 7 days before the meeting
- Never let a new person sit ignored while everyone else chats
- Introduce yourself and other speakers at the start of the meeting
- If it is a small or new meeting, ask everyone to introduce themselves. Sometimes it works well to get people to say a bit more about themselves as part of the introductions
- Tell people what the meeting is about. Don’t assume everyone knows as much as you do

### The key tasks of the Chair during the meeting

- Getting through the business on time
- Involving everyone
- Reaching decisions
- Dealing with difficult/disruptive people

### Chairing an effective meeting

- You are there to facilitate the meeting, not dominate it
- Don’t use your position as an opportunity to impose your views
- Listen to other people
- Make sure all viewpoints get heard – including those you disagree with
- Don’t be afraid to speak out if necessary to keep discussions on point

References: <http://www.clubsolutions.wales/governing-document/>

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**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**