



## Chairing Meetings - Tips for reaching decisions

The Chair needs to keep an overview, and help the meeting to reach decisions:

- At the start of a discussion, remind people what the issue is, and what decisions need to be made
- Listen carefully to the discussion and jot down key points
- Try to pull together the points people are making and suggest a constructive way forward e.g. 'It seems we agree that....'
- If there are two or three different points of view, try to summarise each one and present them clearly to the meeting
- Before moving on to the next item, go over what's been agreed, who is responsible for actioning it and by when. This helps the minute-taker to get a clear record of agreements and actions.
- Don't assume silence means agreement. Make sure people have been able to say what they think.

### After the meeting

- Allow time, after the meeting has finished, to talk to any new attendees, or follow up suggestions and contributions people made
- For a small meeting, go round all the attendees at the end, asking how they thought it went
- For a larger, public meeting, comment or suggestion forms for people to fill out at the end of the meeting would be more effective
- Talk to your committee members about how the meeting went
- Start thinking about the next meeting!

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

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**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**