



Chairing Meetings - Tips for involving everyone

The Chair must help to foster an atmosphere where genuine discussion and debate can take place. People should feel involved and included but also able to express their viewpoints, disagree with one other and listen to different opinions in a way that is constructive.

All of this, however, should be balanced with the need to:

- Restrain those who tend to dominate every discussion and ‘talk others down’
- Encourage those who are quieter, nervous, or new to meetings
- Stop people from talking for too long. Be firm and consistent but not aggressive
- Give preference to people who haven’t spoken before
- Give everyone opportunities to put their point of view across. Ask questions to draw people out
- Invite everyone in turn to give their views on a topic (small meetings only)
- Step in immediately to stop people from interrupting. Ensure you don’t forget to come back to the person who interrupted when it’s their turn.
- Be careful not to ignore people who have their hands up in favour of those who are interrupting.
- Listen carefully to what people are saying, and make sure their suggestions are considered by the meeting
- Make sure people expressing unpopular or minority views are not intimidated and get heard properly

If lots of people want to speak, keep a list of whose turn it is to speak next to remind you. Make sure people know you have noticed that they want to speak

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

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP