



Chairing meetings - Tips for getting through the business

Meetings that drag on for hours, or where decisions aren't made, leave attendees feeling irritated and demoralised.

- Keep meetings to 90 minutes maximum – and stick to it!
- Set ground rules for your meetings
- Have a clear agenda with timings for guidance
- Make sure you keep an eye on the time, and move items on if necessary
- assume that all reports / minutes that have been circulated have been read
- Briefly introduce each agenda item (or get someone else to)
- Never assume people know what you're talking about. Take time to go over the issues and explain why you are discussing them
- Stick to the agenda item under discussion. If people try to raise other issues, acknowledge them, and be disciplined, e.g. "That's an important point which we can come back to later...."
- Stop private conversations and asides as soon as they start
- Tell the meeting what decisions you are making and why e.g. 'I'm going to give this discussion another 5 minutes and then draw it to a close'

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

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