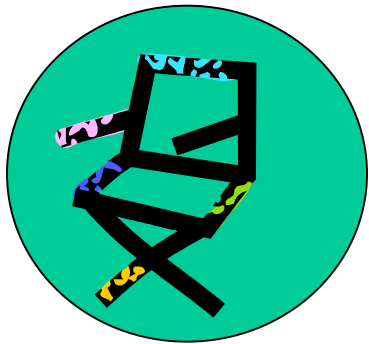




Managing Your Meetings



The Chair

The **Chair** is the person in charge of the meeting.

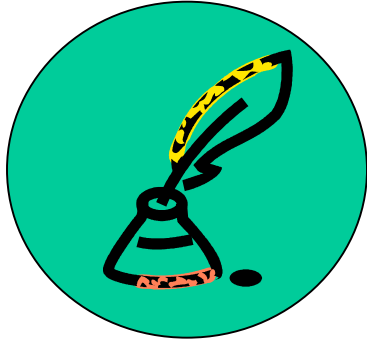
S/he starts the discussion, and makes sure that everyone has a chance to say what they think.

S/he keeps the meeting going at a good pace. Slow enough to give everyone a chance to think, but not so sluggish that it becomes boring!

S/he mustn't allow any one person to take over the meeting, or let two people have a long discussion without involving others.

After each matter has been discussed the chair should remind people what has been decided. S/he should make certain that everyone knows who is responsible, and how long they have to do what needs doing, before moving on to the next point.





The Secretary

The secretary is the person responsible for giving everyone an **agenda** before the meeting. This is a list of the things which will be discussed.

She is also responsible for recording the **minutes** of the meeting. When the time comes for the following meeting, these notes remind people what was decided, and what should have been done. The minutes should be kept as short as possible so that people can read them quickly and understand the main points.

Everyone who has been invited to the meeting should be given a copy of the minutes with the agenda, well before the meeting.

The Attendees



Attendees should make sure that they have read the minutes and completed all their 'jobs' in the time allowed.

They should look at the agenda and ensure that they have all the information they need so that they are able to take a full part in the discussion.

Attendees should be ready to think creatively, solve problems and help make decisions.

Sometimes the attendees will decide that a copy of the agenda should be posted on a notice board so that other people know what has been decided.