

# Guide to: Chairing a Meeting

Clubs and teams are required to hold meetings throughout the year. This could be your annual AGM, a generic committee meeting, a budget meeting etc. To help ensure the time is utilised and used productively, and all relevant information is covered, having a 'Chair' can be effective in doing so.

This guide will cover:

- **How to write an agenda**
- **How to manage issues**
- **What makes an effective chair**
- **Tips**

## **Writing an Agenda:**

The main objective of an agenda is to give attendees a clear understanding of what the meeting will entail. It is also worth asking attendees if there is anything relevant they want to add to the agenda, so it can be discussed within the meeting.

Example of an Agenda:

**Marjon Women's Football Committee Meeting**

1<sup>st</sup> May 10:00 – Sports Centre Teaching Room

## AGENDA:

### 1) Apologies

This is to note the members who couldn't make the meeting. It is also a good time to run through the agenda and go through house rules, such as turning off mobile phones.

### 2) Minutes of last meeting

- Run through points in previous meetings.
- There may have been action points from the last meeting which needed to be done before the next meeting. For example: 'Jane Doe to discuss with MSF of any upcoming BUCS/FA Football tournaments for the first half of the season'.

### 3) Reports

These should be circulated before the meeting. It could be reports on finance, equipment, team performance etc.

### 4) Matters to discuss

- Items that have been put forward by members to be discussed
- Consider the order of items to discuss. Some may take longer than others which could push other items off the agenda.
- Consider setting a time limit for each item to discuss.

### 5) AOB

This could be items that have arisen since the meeting started.

## 6) Dates for the Diary

Any relevant dates/reminders of events and date of next meeting.

### How to manage issues:

- Make sure that one person cannot take over the discussion.
- Only one person may speak at a time.
- It is up to the chair how they want individuals to contribute, e.g. asking an open question, or only allowing individuals to speak after raising their hands.

### What makes an effective chair:

- Leadership skills
- Organisational skills
- Reliable
- Prepared
- Well-disciplined
- Coherent
- Diplomatic
- Time-management skills
- Written and verbal communication skills
- Confident

### Tips:

- Be prepared for the meeting. Know the agenda and the points that will be discussed.
- Be firm but fair – don't be afraid to stop a discussion and move on if needs be.

- Make sure everyone has a chance to speak.
- Make sure important information is minuted.
- Set boundaries before the meeting has started.