



The Recipe for Effective Chairing

The role of the chair of a meeting is to ensure **good communication** and **effective decision making**. The chair must make sure the objectives of the meeting are achieved whilst encouraging full participation by meeting members. An **effective** chair needs to:

Communicate

- ◆ Ensure agenda is drawn up and sent out in good time
- ◆ Start the meeting and set the scene
- ◆ State the objectives of the meeting and / or item

Co-Ordinate

- ◆ Summarise regularly
 - ◆ Highlight the areas of common agreement
- ## Coax
- ◆ Ensure full participation
 - ◆ Encourage Quiet Members

Control

- ◆ Keep to the agenda and encourages sticking to the point
- ◆ Allow freedom of expression
- ◆ Ensure time is used effectively

Compare

- ◆ Weigh up contributions impartially
- ## Clarify
- ◆ Ensure everyone understands what is being discussed and why