**HOW TO CHAIR MEETINGS AND MEETING TEMPLATE**

**A Practical Guide for Chairing a Meeting**

Preparing to chair a meeting? Follow these essential tips to ensure your meetings are efficient and run smoothly.

**Before the Meeting**

To effectively chair a meeting, planning is key. Consider these questions before the meeting:

* What is the purpose of the meeting?
* What outcomes are you aiming for?
* What topics need to be covered?
* Are there any guest speakers?
* Do you need additional information for discussion?
* Should anyone prepare an introduction?
* Will any materials be distributed ahead of time?

Remember, the Chair doesn’t need to figure everything out alone. Collaborate with the Secretary and other Committee members to gather topics and plan an informed and structured meeting.

**Creating an Agenda**

An agenda is a list of items to discuss. It helps ensure all necessary topics are covered and provides structure. A clear agenda with designated time slots keeps meetings on track and can improve morale by keeping meetings productive and under two hours.

**Starting the Meeting**

To create an inclusive environment where everyone feels comfortable contributing, try the following:

* Arrange for someone to welcome attendees.
* Ensure everyone has the agenda and relevant materials.
* Introduce yourself and any speakers.
* If the group is small, invite everyone to introduce themselves.
* Briefly outline the purpose of the meeting.

**Running the Meeting**

Each Chair should establish some basic rules for a well-organized meeting. Here are some common guidelines:

* Speak through the Chair by raising your hand.
* Avoid interrupting others.
* Stay on topic.
* Respect all opinions and avoid negative reactions.
* Keep contributions short and relevant.
* Start and finish on time.

Reiterate these rules at each meeting to reinforce group understanding.

**Chairing Tips**

As Chair, your primary responsibilities are:

1. **Sticking to the Agenda:** Keep an eye on the time, introduce each topic, and steer discussions to stay on track.
2. **Engaging Participants:** Foster an environment where everyone feels heard, especially those less inclined to speak up. This may involve gently curbing lengthy speakers and inviting quieter members to share their thoughts.
3. **Guiding Decision-Making:** Summarize key points, restate the issue, and guide the group toward a consensus. Confirm action items before moving to the next topic.
4. **Managing Challenges:** Use group-established rules to manage disruptions and, if necessary, seek support from the group to move forward with the agenda.

**After the Meeting**

It’s helpful to gather feedback on the meeting. For smaller groups, ask each attendee for their thoughts at the end. For larger meetings, consider using comment forms.

Once the meeting ends:

* Take time to connect with new participants and discuss any follow-up actions.
* Reflect with committee members on how the meeting went.
* Start planning for the next one!

# (**INSERT CLUB NAME) Committee Meeting Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | Time |  | Chair |  |

|  |
| --- |
| **Attendance** |
| (1) | (2) | (3) | (4) |
| (5) | (6) | (7) | (8) |

| Time | Item  | Owner  |
| --- | --- | --- |
| 5 Mins | **Welcome and Apologies** * Welcome attendees
* Record apologies from absent members
 |  |
| 10 Mins | **Approval of Previous Meeting Minutes*** Review and approve minutes from the last meeting
* Follow-up on any actions from the previous meeting
 |  |
| 5 Mins each | **Reports (Financial updates, expenses, income, etc.)*** President’s Report
* Treasurer’s Report
* Secretary’s Report
* Other Committee Members’ Reports
 |  |
| 30 mins – 45 mins | **Agenda Items***New Business** Discuss any new initiatives, programs, or upcoming events. Present proposals for approval, if applicable

*Facility and Equipment Updates** Status of facilities, any maintenance needed
* Review of equipment and any purchase requirements

*Fundraising and Sponsorship** Upcoming fundraising events and initiatives
* Updates on current sponsors and potential new sponsorships

*Member and Community Engagement** Strategies for increasing member engagement.
* Community partnerships and collaborations.

*Upcoming Events and Competitions** Overview of events, competitions, and activities on the calendar. Assign roles and responsibilities for upcoming events.
 |  |
| 10 mins | **Other Business*** Any other items committee members wish to discuss
 |  |
| 10 mins | **Action Items and Next Steps*** Summarize key actions agreed upon in the meeting
* Assign responsibilities and set deadlines
 |  |
|  | **Next Meeting*** Confirm the date, time, and location of the next meeting
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|  | **Meeting Close*** Thank attendees and officially close the meeting
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| Notes |
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