



Neighbourhood Houses Tasmania Inc

Tips for the Management Committee President Chairing Meetings

- Attend meetings regularly, be on time and encourage others to do so as well, but maintain a relaxed and friendly manner and a positive attitude.
- Chair all meetings and nominate another chairperson when you are unable to attend.
- Check that a quorum (number of members required to make the meeting legal - as set out in your Constitution) is present.
- Set the tone for the meeting - open the meeting on a pleasant note, welcoming and thanking participants and saying a few words about what you hope the meeting will achieve.
- Declare the meeting open and receive apologies.
- Call for the minutes of the previous meeting to be accepted as read and, if so, then sign those minutes and initial each page as a true record.
- Follow the planned agenda – it is okay, however, to ask if there are any more items for discussion (usually called “any other business”) or to rearrange the agenda if required.
- Listen and invite opinion – this will lead to a positive and responsive committee. Don’t do all the talking or force your own ideas on others
- Focus on facts, not hearsay or gossip.
- Motivate those present.
- Stimulate discussion – ensure everyone has an opportunity to air their thoughts.
- Involve all Committee Members.
- Work as a team.
- If required, call for a motion to be put forward, seconded and put to the vote. This will be recorded in the minutes.
- Keep the meeting on track – be firm when necessary.
- Ensure delegation of tasks (sharing around jobs and tasks).
- Make sure minutes are kept – record decisions and agreements
- Have fun – humour in good taste often helps to get the job done!
- Take direct control of the meeting, where necessary, to stop discussion which has nothing to do with the issue, is unhelpful or disruptive. In extreme cases, it may be necessary to adjourn the item or meeting to another time.
- Nominate the date, time and place of next meeting, close the meeting and thank everyone for their attendance.
- Ensure that meeting decisions are carried out within the timeframes decided at the meeting.