

CHAIR OR FACILITATOR'S MEETING GUIDELINES*

Before the Meeting

- Be clear on purpose & aims
- Create draft agenda with co-chair & staff
- Schedule the meeting
- Make room arrangements (including refreshments)
- Finalize agenda & send it out
- Circulate agenda & support documents ahead of time
- Identify a recorder & supplies (e.g., flip chart, markers,)

During the Meeting

- Start meeting on time
- Ensure quorum (if required)
- Review agenda and revise, if necessary
- Keep discussion focused on agenda items
- Encourage full participation
- Help group come to decisions & summarize them
- Agree on action items, point person, what needs to be done/
when
- Draft rough agenda for next meeting(s)
- Evaluate the meeting

After the Meeting

- Ensure that minutes are promptly sent to attendees & absentees
- Archive agenda, minutes & support documents together
- Check to ensure that action is taking place as agreed.

- **Note: Duties may be shared with Staff and Vice- or Co-Chair**

