



:student voice

HOW TO....

Chair a meeting

Chairing a meeting may sound like a simple task, but there are loads of things to consider before, during and after a meeting! This handy guide will cover different aspects of chairing a meeting, and hopefully provide you with some top tips so you will make a brilliant chair!

BEFORE THE MEETING

1. Put together an Agenda

You may have a secretary to help you do this, however it is up to you as Chair to finalise what goes on the agenda). For more information on writing an agenda – please see the “HOW TO write an agenda”.

2. Book the location and any equipment/refreshments you need.

Things to think about include: Size of the room, location, time, PowerPoint facilities, microphones, refreshments, name cards... etc. If you are holding a meeting in the SU, please contact the Student Voice Team who can help you

3. Circulate invitations to the meeting

This should include information on date, time, location, as well as circulating the agenda and any other important documents for the meeting.

4. Familiarise yourself on the Agenda items

This ensures that you understand discussions that take place and can chair the items as fairly as possible. You can also put together a “Chairs Agenda” to give you more information and prompts for the meeting.

DURING THE MEETING

1. Be prepared and arrive Early

Arriving early allows you time to make sure the room is set up how you would like, and stops you from being flustered before the meeting starts! Bring everything with you that you might need such as a printed agenda, previous minutes... etc.

2. Stick to the Agenda

The agenda is there for a reason! If you deviate from it, it may be confusing for the other members.

3. Be Confident!

Speak clearly and loudly. This is your meeting – own it!

4. Keep an eye on the time

Make sure that items don't take longer than scheduled; otherwise you may run out of time for other items. Don't be afraid to cut discussions short. Be decisive and willing to compromise!

5. Be fair

Make sure everyone has the chance to speak and that both sides of an argument can be represented. As chair you may have the casting vote if there is a tie and you should take all arguments into consideration.

AFTER THE MEETING

1. Approve the minutes and ensure that they are circulated

You may have a secretary to help you do this, however it is up to you as Chair to approve the minutes and to check that they have been circulated.

2. Follow up on any actions that were set during the meeting.

You may have been given actions yourself and others may have been to. You might want to chase up any actions that were decided.

Was this helpful?

For more information on Chairing a meeting, please visit the Student Rep Hub on UPSU.com where you will find training resources on chairing a meeting.

If you are nervous about chairing a meeting, please pop in and speak to the Student Voice Team who would be happy to talk you through it!

Get in touch:

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Pop in: 1st floor of the SU (by the advice centre)