

How to effectively chair a committee meeting



Chairing an effective committee

Louise Gardiner – lg.gardiner@rogers.com

June 2020

Rotary

District 7080



Today's Agenda - (why this slide is of importance)

Introduction – 5 minutes

Chairing & Planning – 15 minutes

Running & Minutes – 15 minutes

Closing & Action Items – 15 minutes



Introduction (5 minutes)

Rotary

District 7080



Louise Gardiner – lg.gardiner@rogers.com



CWT



ACTA - Association of Canadian Travel Agencies

ADVOCATE

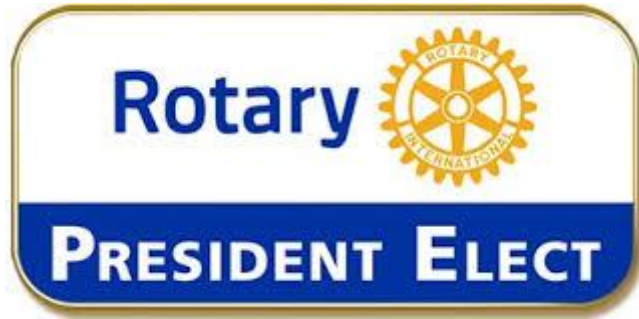
EDUCATE

PROMOTE

CONNECT



Louise Gardiner — lg.gardiner@rogers.com



Committee Meeting Video

Rotary

District 7080



Chairing & Planning (15 minutes)

Rotary

District 7080



Chairing & Planning a Meeting

- Chair (co-chair) Responsibilities
- Who, When, Where, Why
- Preparing your Agenda
- Quorum

Chairing

Chair & Co-Chair Responsibilities

- Arrive on time – finish on time
- Stick to the agenda
- Keep respect – be open minded
- Hear all views (one at a time) but balance getting through the business
- Avoid side conversations
- Clarify decisions
- Do not dominate the meeting – facilitation is key
- The chair is not a miracle worker – cooperation is key
- Cultivate relationships – invite friends of Rotary

Who, When, Where, Why

Attendees

- Confirm attendance prior to the meeting

Use Doodle poll www.doodle.com

Time of day – how often – what to bring

- 30 minutes pre-post Rotary / only when needed / coffee, documents

Where - How

- At Rotary / Restaurant / Use Zoom meeting www.zoom.us

Why

- What is the mission? Information gathering? Generate new ideas? Progress updates? Decision making? Combo? (always ensure there is a need)



Preparing your Agenda

Agenda tips

- Create a draft agenda and distribute 3 or more days prior
- Consult the committee on agenda items
- Always distribute at the meeting
- Create a committee template (can be word or Excel)
- Include timing, who is leading each section
- Clarify discussion vs decision items
- Attach information that is required reading in advance

Quorum

Decision making requires a majority

- A committee of 5 requires 3
- A committee of 3 requires 2
- Discussions without a quorum are appropriate
- Decisions without a quorum can lead to misunderstandings
- Try to reach decisions by consensus
- Taking a decision to a vote forces an outcome (should be documented in the minutes especially if there are financial consequences)

Running a Meeting & Minutes (15 minutes)

Rotary

District 7080



Running a meeting & Minute taking

- Introductions
- Terms of Engagement
- Parking Lot
- Collaboration
- Discussion vs Decision
- Violent agreements & disagreements
- Taking minutes

Introductions

Introductions are not always needed

- Always ensure everyone knows each other if there are new attendees
- Use an ice breaker
- Whiteboard expectations “What are you looking to get out of this meeting?”

Terms of Engagement

**Everyone on the committee should know the simple rules to
Ensure no one person takes it personally if you need to remind them**

- Set a list of expectations (cell phones, food/drink, timing, participation)
 - Start and end meetings on time (come 5 minutes early)
 - Be fully prepared for meetings (read all documentation in advance)
 - Be in the room – no cell phones
 - Don't talk amongst yourselves – don't interrupt other people
 - Pay attention to the “Circle of Control”
 - Create and review action items then record your own actions and commitments in your calendar
 - Consensus rules – then majority if it is taken to a vote

Parking Lot

Whiteboard or Side note

- Flow of ideas that don't pertain to the agenda but could be useful in future discussions should be noted in the parking lot
- This allows the chair to respectfully park an item and move on
- Circle back at the end of the meeting to determine if any of the ideas now fit
- Keep track of parking lot items in the minutes
- Take a photo of the whiteboard for easy reference

Collaboration

Be inclusive

- Make roles & responsibilities doable
- Streamline governance
- Participation engages members
- Go around the table to get everyone's input but keep inputs to the point
- Don't single out quiet individuals but give preference to people who haven't spoken
- Ask for volunteers – even when someone comes up with an idea
- Don't stifle dissenters – they may have useful contributions and should be heard

Discussion vs Decision

Discussions are healthy but can go on too long without making a decision then drift away without any action agreed

- The chair should listen and always jot down a few key points throughout
- Reminders of what the issue is and what decisions need to be made is helpful
- Don't assume silence means agreement
- “It seems we agree that..... Can we get a consensus on that?”
- If “Yes” then recap the decision and assign timeline and owner(s)
- Ensure the minutes correctly reflect the action items
- If “No” then you can take it to a vote and the majority wins (hence the need for a quorum at the meeting) or defer to the next meeting and assign more research to be done on the topic prior to the next meeting

Violent Agreement & Violent Disagreement

Violent Agreement

- If the committee agrees, move on
- It is a waste of time for everyone to provide their individual example of why something will work or not work

Violent Disagreement

- Go back to your rules of engagement
- Head to head disagreements should be recapped and then move onto other members to see how they feel
- Repetitions should be noted and group discussion resumed
- “What suggestions do you/we have for how this could be improved?”
- Group support – “Do people want to spend more time on this or move on?”



Taking Minutes

Who's responsibility?

- In a volunteer organization – everyone's
- Rotation schedule prior to meeting or ask at the beginning of each meeting
- Pre-determine a minute take (who's other responsibilities may be diminished)
- Listen and record brief summary plus decisions (consensus or vote) and action items (names of who said what is not required)
- Minutes should be distributed shortly after the meeting or prior to the next meeting (but if your rules of engagement require pre-reading...ensure appropriate timing)
- Minutes are a legal document and can be admissible in a court of law

Closing & Follow-up (15 minutes)

Rotary

District 7080



Closing & Follow-up

- Keep on time
- Results Focused
- Action Items
- Celebrating Successes
- Thank You
- Next Meeting

Keep on time

How to end a meeting on time

- Keep content appropriate to time allowed

This presentation has 30 slides = 60 minutes (average 2 minutes per slide)

- End the meeting (give a 5 minute warning and excuse yourself)
- Allow people to leave if the meeting goes over (watch your quorum)
- Continue the meeting standing up – in fact this could shorten meetings if done from the onset
- Decide to regroup at a later time
- Work the Agenda – use a visible clock
- Allow 5 minutes at the end for Other Business
- Stop the meeting when the work is done



Results Focused

Keep the Purpose of the Meeting in mind

- What are you trying to accomplish within the time allotted
- What does success look like today?
- Don't try to solve world peace in 60 minutes
- Chunk it down and ensure the Agenda reflects this
- Use Go or No Go questions throughout
- Have short organized conversations then make decisions
- Every committee member is accountable for the overall results and every individual is accountable to their action items.

Action Items

S.M.A.R.T.

- Specific (simple, sensible, individually responsible)
 - Measurable (meaningful, motivating)
 - Achievable (agreed, attainable).
 - Relevant (reasonable, realistic and resourced, results-based).
 - Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).
- **A chair should not leave with all the action item – it is extremely important to delegate – delegate – delegate**

Celebrating Successes

Everyone loves a Success

- Don't be afraid to start your meeting with a good news story
- “What went well since we last met?”
- Focus on the positive
- Plan a wrap up party/meeting after an event to celebrate

Thank You

A small thank you goes a long way!

- As volunteers, a thank you can never be oversaid!
- A shout out by individual name is always welcomed
- Bell ringers at a Rotary meeting is a great idea!

Next Meeting

Never end a meeting without reconfirming the next meeting date

- Pre scheduled meetings should be at the end of the agenda
 - Next meeting decisions can be done at the end of the meeting or in a new doodle poll – this would become an action item in the minutes
- e.x. A doodle poll will be sent out by Bob by April 20th with a final meeting date decision to be made by Bob on Apr 22nd



Being an Effective Chair

Make your meetings irresistible!

Louise Gardiner – lg.gardiner@rogers.com

