

## **AREA COMMITTEES: CHECKLIST FOR CHAIRS**

The chair for the Area Committee will be appointed at the end of each meeting and will act as chair 'in between meetings'.

Most members of the public are not used to 'official' style meetings, so one of the main jobs of the Chair of the Area Committee meeting will be to help them to find it a worthwhile and enjoyable experience.

The chair of an Area Committee meeting is also responsible for the impartial control of the meeting to ensure the successful completion of the business on the agenda. The chair should make sure that the correct procedures are observed and that everyone who wishes to speak can do so.

### ***Before the Area Committee meeting***

Attend the pre-meeting with appropriate officers to:

- Agree the agenda for the meeting, including the time to be allowed for each item
- Go through the minutes of the previous meeting and understand where matters arising occur
- Discuss update reports, supporting papers and presentations to be made at the meeting
- Check that the appropriate officers have made the necessary housekeeping arrangements, including giving proper notice of the meeting, circulation of papers and preparation of venue.
- Make themselves familiar with any standard procedures that should be observed.

### ***During the Area Committee meeting***

- Start the meeting on time.
- Welcome everyone to the meeting, briefly explain the purpose of the meeting and set the scene for the meeting by adopting a good humoured, friendly manner.
- Ask everyone to switch off mobile phones, outline the procedure in the event of fire, indicate the location of toilets and the availability of refreshments.
  
- Ask everyone to sign the attendance sheet.
  
- Tell everyone when and how they can contribute to the discussions.
  
- Get through the agenda and keep to time by focusing the discussion.
  
- Allow everyone the opportunity to speak on items for discussion (occasionally it may be necessary to curtail debate in order to keep to time).
  
- Summarise what has been agreed at the end of the discussion on each item and the action necessary.
  
- Announce who will Chair the next meeting
  
- End the meeting on time and on the right note by thanking people for attending.
  
- Let people know what will happen after the meeting.
  
- Confirm the date, time and venue of the next meeting.

### ***After the Area Committee meeting***

- Thank the main participants.
  
- Attend the post-meeting debriefing to discuss the main issues arising with the chair of the next meeting.