



# HOW TO CHAIR A MEETING

- 1.** Start with introducing the officers, including you. Don't assume everyone knows each other. If the group isn't too big, you could even have the attendees introduce themselves and share one thing they love about the neighborhood and one thing they would like to see improved.
- 2.** Take a moment to review the agenda and remind everyone of the ground rules.
- 3.** Remember that it is your job to direct the discussion and keep it on topic. If the discussion digresses, remind members that there will be a chance to bring up new business at the end.
- 4.** If it's time to reach a decision, call for a motion and take a vote. Never assume there is agreement on an issue before a vote.
- 5.** Remember that as chairperson, you should be neutral and fair. If you must voice your personal opinion, briefly step out of your role as the Chair. Do not abuse your power by monopolizing the floor and ignoring those who wish to speak.
- 6.** Disagreement among members is inevitable. When it happens, mediate arguments in an impartial and fair manner. Give everyone the chance to express their point of view.
- 7.** Be sure to review all discussions and outcomes. Members should have a clear understanding of the decisions made and tasks assigned.
- 8.** Be as organized as possible. Follow the agenda and be mindful of the time.
- 9.** Do not be afraid to delegate. Remember, you cannot do everything yourself.
- 10.** It's a good idea to follow-up on assignments after the meeting. Sometimes members need to be encouraged to get things done. Stay on top of things to ensure success.
- 11.** Always adjourn the meeting on a positive note. Thank everyone for their interest and participation.