

NEWENT RECREATION GROUND TRUST

(Registered Charity No. 301585)

c/o Newent Town Council
Rear annexe, Newent Community Centre, Ross Road, Newent, GL18 1BD
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The Chair's role at meetings

Ultimately the Chair is responsible for ensuring the committee achieves its aims. The role at meetings is part of this purpose.

- Always ensure the meeting starts at the scheduled time. Some members will have a habit of arriving late on a regular basis especially if they think the meeting won't have started yet. This is unfair to the members who regularly arrive in good time and then have to wait for the same people every time.
- If your group tends to have meetings which go on for too long, you could ask for items under Any Other Business at the start of the meeting. You can then decide how much time you need for discussion. If it seems that any items will need more time than you have available these can be deferred to the next meeting.
- Make sure all items on the Agenda are given appropriate time for discussion and are discussed fairly. If any background information is required, be prepared to give it. Don't spend too much time on one item at the expense of another of equal importance.
- Draw discussion on Agenda items to a close and be sure that everyone knows what decision has been reached. If there are differences of opinion summarise the arguments and if necessary ask for a vote.
- Be sure the person taking the Minutes knows what the final decision is and has noted any action to be taken, who is to take it, and what time-scales were agreed upon.
- Try to ensure that everyone gets the chance to contribute. Don't let the stronger or more assertive members dominate the discussion or conversely the quieter, timid ones not getting the opportunity to speak.
- Be conscious of someone trying to catch your eye. They might want to be given the chance to speak but don't like interrupting the more confident and possibly more articulate members.
- Be sensitive to the internal dynamics of the group. If a conflict of views develops consider whether the person who seemed to fare the worst needs your support.
- It may be that one of the quieter members puts forward a suggestion more timidly, which is either not heard or not valued by the other. Try to be receptive to this kind of situation and respond appropriately. You could, for example, repeat the contribution, pointing out its advantages and asking for consideration of it.