

Box 34 The chairperson's role at the start of a meeting

Getting everybody's attention

Welcoming everyone and thanking them for coming

Checking everyone has a copy of the agenda and other documents

Mentioning when the meeting has to finish

Mentioning any coffee breaks, where the toilets are, etc.

Introducing new colleagues

Reviewing any tasks done since the previous meeting

Giving background information

Explaining the objectives of the meeting

Referring to the agenda

Asking somebody to introduce the first item