

Meeting Roles

Meeting Participant's Role

- Read the background material provided prior to the meeting. If you need clarification on any issue, call the board chair or the relevant committee chair.
- Be on time.
- Don't carry on side conversations.
- Be open to the ideas of others and listen.
- Speak up. Contribute your viewpoints to the discussion. Let your fellow members know what you're thinking.
- Help others stay on the subject.
- Take action on any personal responsibilities you have as the result of the meeting.

The Board Chair's Role

- Be sure all meeting arrangements have been attended to.
- Start and end each meeting on time.
- Begin each meeting with a sentence or two about what you expect the meeting to achieve.
- Get the group's agreement to the agenda first. Be open to rearranging the agenda items.
- Strive to keep to the time frames, but be flexible enough to allow valuable discussion to continue.
- Let the group understand that you are impelled by your own commitment to the common objectives of the organization.
- Be sure all members understand the issue under discussion.
- Provide opportunities for everyone concerned to have input into discussion. Encourage the reticent to contribute their thoughts.
- Seek clarification from the speaker if you do not understand an argument or reference.
- Be sure that individual members understand responsibilities being assigned to them during the meeting.
- See that each agenda item is acted upon.
- If you feel the meeting is stuck, ask yourself, "What is the business of the group right now?" and bring the group to focus on that business. Or ask the group for help.
- Express your satisfaction with the group's accomplishments.

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