



Chairing a meeting functions review

What are the roles of a chairman?

Compare your ideas to the list below.

-----cover or fold-----

Suggested roles/ stages

- The chair greets everyone as they come in
- The chair chats to people as they come in
- The chair makes sure everyone is comfortable
- The chair brings the meeting to order
- The chair opens the meeting by introducing everyone
- The chair asks everyone to introduce themselves
- The chair welcomes everyone
- The chair thanks everyone
- The chair explains the purpose of the meeting
- The chair explains the format of the meeting
- The chair asks for suggestions/ ideas/ opinions
- The chair leads a brainstorming session
- The chair invites... to contribute
- The chair keeps everyone on topic
- The chair keeps people on schedule
- The chair builds consensus
- The chair calls for a vote
- The chair casts the deciding vote
- The chair suggests moving on to the next point on the agenda/ The chair introduces the next item on the agenda
- The chair organises breaks
- The chair summarises what has been said/ what has been decided
- The chair checks if there is any other business
- The chair double-checks what people will do after the meeting
- The chair suggests a time and date for the next meeting
- The chair brings the meeting to a close

Are there any above which you think chairs don't usually need to do? Are any steps missing?

What language can the chair use in each of the situations above?

Compare your ideas to the mixed answers and then the answer key.

Which of the things above would you mention in the minutes of a meeting?



Mixed answers

Match these phrases to the situations above.

- “Alex, this is your area. Do you have any ideas?”
- “Alex, you look like you have something to say.”
- “Alex?”
- “Any ideas?”
- “Before we discuss the question, I’ll give everyone a chance to present their ideas.”
- “Can I just go over what we’ve discussed again?”
- “Can I just summarize what we have agreed?”
- “Can I suggest a compromise?”
- “Can we have a show of hands?”
- “Can we leave that for AOB?”
- “Do you all know each other?”
- “Do you think we could have that in writing by the end of the week?”
- “Have I missed anything out?”
- “Hi. Thanks for coming. Come in and help yourselves to a seat.”
- “How’s the weather outside now?”
- “I think we’ve covered everything.”
- “If we can stick to the subject on the agenda for now.”
- “Is the same time next week okay for everyone?”
- “Is there any other business?”
- “It’s a great pleasure to welcome you to our Boston office today.”
- “Let me begin by welcoming you to our new offices.”
- “Let me explain who everyone is.”
- “Let’s go through what we’ve decided/ talked about.”
- “Our main aim today is to...”
- “Right, let’s get down to business, shall we?”
- “Shall we start by introducing ourselves?”
- “Shall we take five and start again at quarter past?”
- “Sit anywhere you like.”
- “Tell me whatever you can think of and I’ll write it on the board.”
- “Thanks for all your contributions.”
- “Thanks for coming here today.”
- “Thanks for making the time to come to this meeting (at such a busy time).”
- “That was very productive. Thanks.”
- “The next thing to talk about is...”
- “We all seem to more or less agree that...”
- “We need to leave time to talk about..., so can we quickly wrap this part up?”
- “We seem to have a split vote. I’m going to go with those who agree with the idea.”
- “We’re going to start by...”
- “Welcome to Afcom.”
- “Well, I guess that about wraps it up.”
- “Were there any final questions before we finish?”
- “Would anyone like a drink before we begin?”



Suggested answers

- The chair greets everyone as they come in – “Hi. Thanks for coming. Come in and help yourselves to a seat.”
- The chair chats to people as they come in – “How’s the weather outside now?”
- The chair makes sure everyone is comfortable – “Would anyone like a drink before we begin?” “Sit anywhere you like.”
- The chair brings the meeting to order – “Right, let’s get down to business, shall we?”
- The chair opens the meeting by introducing everyone – “Do you all know each other?” “Let me explain who everyone is.”
- The chair asks everyone to introduce themselves – “Shall we start by introducing ourselves?”
- The chair welcomes everyone – “Welcome to Afcom.” “It’s a great pleasure to welcome you to our Boston office today.” “Let me begin by welcoming you to our new offices.”
- The chair thanks everyone – “Thanks for coming here today.” “That was very productive. Thanks.” “Thanks for all your contributions.” “Thanks for making the time to come to this meeting (at such a busy time).”
- The chair explains the purpose of the meeting. – “Our main aim today is to....”
- The chair explains the format of the meeting. – “We’re going to start by...” “Before we discuss the question, I’ll give everyone a chance to present their ideas.”
- The chair asks for suggestions/ ideas/ opinions. – “Any ideas?”
- The chair leads a brainstorming session. – “Tell me whatever you can think of and I’ll write it on the board.”
- The chair invites... to contribute. – “Alex?” “Alex, you look like you have something to say.” “Alex, this is your area. Do you have any ideas?”
- The chair keeps everyone on topic. – “Can we leave that for AOB?” “If we can stick to the subject on the agenda for now.”
- The chair keeps people on schedule. – “We need to leave time to talk about..., so can we quickly wrap this part up?”
- The chair builds consensus. – “Can I suggest a compromise?” “We all seem to more or less agree that...”
- The chair calls for a vote. – “Can we have a show of hands?”
- The chair casts the deciding vote. – “We seem to have a split vote. I’m going to go with those who agree with the idea.”
- The chair suggests moving on to the next point. – “The next thing to talk about is...”
- The chair organises breaks. – “Shall we take five and start again at quarter past?”
- The chair summarises what has been said/ decided. – “Let’s go through what we’ve decided/ talked about.” “Can I just go over what we’ve discussed again?” “Can I just summarize what we have agreed?”
- The chair checks if there is any other business – “Have I missed anything out?” “Were there any final questions before we finish?” “Is there any other business?”
- The chair double-checks what people will do after the meeting – “Do you think we could have that in writing by the end of the week?”
- The chair suggests a time and date for the next meeting – “Is the same time next week okay for everyone?”
- The chair brings the meeting to a close. – “Well, I guess that about wraps it up.” “I think we’ve covered everything.”