

Network South West Business Club

Chairperson

Following is a brief outline of the duties of the Chairperson Role

Day Before the meeting:

- Check with the Convenor to ensure the agenda is completed, correct - any late guests / apologies
- Print 10 copies of the agenda to take to the meeting.

Prior to the meeting starting

- Turn up early to ensure the room is ready & introduce yourself to any guests at the breakfast meetings.
- Check that the guest speaker is ready / has all the required working equipment before calling the meeting to order.
- Introduce any new members to existing members - make them feel welcome.
- Check the tables are laid out correctly & breakfast menus / breakfast tickets available.
- Ask members if they want to add anything onto agenda before starting meeting.
- Ensure the hotel / breakfast staff are ready to take orders before sitting down.

Call meeting to order

- Ask everyone to take their seats.
- Ensure everyone has turned off their mobile phones & have made their breakfast choice
- Follow the agenda keeping track of time so the meeting finishes on time.
- Keep the meeting professional but also enjoyable.
- The chair should try and make it easy for the secretary to take the minutes in the following way-
 - Ensure that no more than one person speak at any time.
 - Be fair with all speakers, even if your view is different to theirs.
 - If discussion drag on too long, name the last couple of speakers that indicated they want to say something and declare you are not allowing further discussion. Then bring the point to a vote.
 - The chair should seldom take a position, due to his position as "referee".
 - At the end of a discussion summarise the discussion - for the secretary to minute.
 - Summarise decisions and what the vote was, unanimous or 8 fore, 4 against, 3 abstain.
- Ensure the secretary is taking the minutes
- Ensure any new members get chance to give a talk on their business, if there was not time for the 1 minute introductions.

After the meeting

- Ensure all members happy with the meeting & discuss any feedback / areas of improvement /contention if there were any.
- Diarise for the next meeting