

Meeting Management Key Points

The Chair

1. Evaluate the business processes in your unit and consider possible streamlining.
2. Don't use Department meetings for all business (use subcommittees).
3. Set ground rules for meeting expectations and behaviours, and set the tone (collegial, respectful, professional) during meetings.
4. Work on contentious matters ahead of time.
5. Distribute agenda and all materials well ahead of time.
6. Be prepared, start on time and stick to the agenda.
7. Balance the rights of everyone to be heard (invite quiet members to participate, prevent overbearing members from interrupting or otherwise dominating).
8. Maintain impartiality and wait until others have spoken before offering the Chair's opinion.
9. Try to build consensus – but don't be paralyzed by it.
10. Summarize and review action items at the end of the meeting.
11. Be aware of inclusivity (e.g., scheduling around religious holidays, physical accessibility of room, different communication styles, including common gender differences, etc.).

Other Participants

1. Be prepared (review meeting materials and do necessary research ahead of time).
2. Stay on track (i.e., stick to the agenda) and respect the process.
3. Don't repeat yourself once you have made your point.
4. Be respectful of others' rights to be heard, even when you disagree.
5. And if you do agree with a colleague, *say* so.
6. Respect the process and support the Chair in getting everyone to stick to the ground rules.
7. Don't text, read e-mail, work on a document, etc., during a meeting.