

Chair or Facilitator's Meeting Guidelines*

Before the Meeting

- Be clear on purpose and intentions
- Create draft agenda with co-chair and staff
- Schedule the meeting
- Make room arrangements (including refreshments)
- Finalize agenda and send it out
- Circulate agenda and support documents ahead of time
- Identify a recorder and supplies (e.g., flip chart, markers,)

During the Meeting

- Start meeting on time
- Ensure quorum (if required)
- Review agenda and revise, if necessary
- Keep discussion focused on agenda items
- Encourage full participation
- Help group come to decisions and summarize them
- Agree on action items, point person, what needs to be done/when
- Draft rough agenda for next meeting(s)
- Evaluate the meeting

After the Meeting

- Ensure that minutes are promptly sent to attendees and absentees
- Archive agenda, minutes and support documents together
- Check to ensure that action is taking place as agreed.

Note: Duties may be shared with staff and vice- or co-chair

Adapted from Office of Quality Improvement, University of Wisconsin-Madison, 2002.