**What makes a good meeting chair?**

**Prepare**

* Email and print out the agendas beforehand.

**Intro**

* Introduce yourself and invite others to do the same. Tell people what you will cover today.

**Set rules**

* No interrupting
* Hand up to speak
* Respect others
* Keep your input short and sweet

**Keep an eye on the time**

* It’s your responsibility to make sure you finish on time. Wear a watch or take a clock.

**No chit chat**

* Stop any private conversations – this can interrupt the flow of a meeting and cause frustration.

**Encourage contribution**

* Some are more confident than others – take back control and make sure everyone is heard.

**Reach a decision**

* Before moving on to the next item, ensure you have reached an agreed, clear decision.

**Ask for feedback**

* Don’t leave it too long before you circulate meeting notes, and ask attendees for feedback on how the meeting was run.