



ConnectGroups
helping support groups & individuals



How to be a good Chairperson

What a Chairperson does

The job of a Chairperson is to:

1. Make sure the meeting starts on time
2. Welcome members and introduce new people
3. Tell people the rules that have been made by the members
4. Stick to the agenda
5. Read out the apologies (people who have said they could not come to the meeting) and asks for any other apologies
6. Know the rules of the group (the constitution, the way the meeting will be held)
7. Lead the group by calling out each agenda item one by one
8. Not take sides if there are arguments
9. Encourage people to talk about issues
10. Make sure people stick to what they are supposed to be talking about



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11. Make sure everyone has a say, especially the people who are quiet
12. Listen carefully
13. Help the group have a discussion by asking for agreements, encouraging people to talk, suggesting ideas, talking about what others have said
14. Summarise (round up) what people have said and ask if people can put forward a motion
15. Mediate (keeps control and give people turns at talking) if there is a disagreement or argument
16. Make sure everyone knows what decisions have been made and makes sure it is written in the minutes
17. Be firm and democratic (give everyone a say and make sure their voices are included)
18. Keep control of the meeting
19. Call for order in a good strong voice
20. Make sure that by the end of the meeting people know what needs to be done, who is doing it and when it is to be done
21. Thank everyone for attending



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New and Existing Support Group Development, Telephone Information Line,
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org