

Champion Chairing

Within your role as a Rep, you may decide to chair a meeting or forum.

The role of a chair is to lead the meeting, set an example, and steer the attendees to achieve the objectives.

Useful Terms

- * **Chair** = the person who leads the meeting and makes sure it keeps running effectively
- * **Minuter** = the person who makes note of what is discussed
- * **Agenda** = the things people plan to discuss in the meeting
- * **Actions** = the things people say they will do after the meeting
- * **Minutes** = the recorded notes from last time
- * **Standing Item** = something that is always on the agenda
- * **Any Other Business (AOB)** = any additional items that weren't on the agenda that someone wishes to raise



Think about some of the best and worst meetings you've been to.

What made them brilliant?

What made them boring?



BRILLIANT

VS

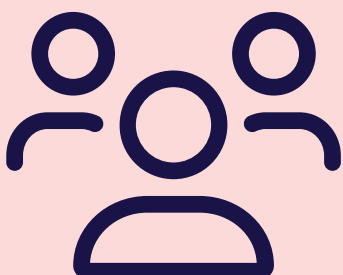
BORING

- * Structured
- * Enthusiastic
- * Collaborative
- * Productive
- * Action-Oriented

- * Disorganised
- * Negative
- * Uncooperative
- * Inefficient
- * Open-Ended

How can your preparation help you lead a brilliant meeting?

- * Familiarise yourself with the agenda and make a few notes to use as your starting point for each item
- * Gather any documents you're planning to discuss and have these open/to hand before the meeting begins
- * Remind attendees of any feedback they should be bringing
- * Practice your introduction out loud or with some friends!



5 Steps to Success



Preparation

- * Set and share the agenda

Introductions

- * Introduce yourself and your role, and invite others to do the same

Time-Keeping

- * Stick to the timings on the agenda
- * Bring discussions back on topic
- * Warn attendees when time is running out
- * Don't rush the later agenda points

Including Everyone

- * Invite contributions from everyone
- * Don't always call on the same people to speak

Reaching Decisions

- * Keep discussions action-oriented where possible
- * Summarise actions at the end of the meeting

If you have any questions or would like further support,
please get in touch with the Academic Rep team at

 bristolsu-representation@bristol.ac.uk 