A good meeting maximises effectiveness and keeps your team on track.

Meetings are usually called by sending a **notice**, including the date, time, and location.

Each board of charity trustees should have a **chairperson** who ensures the smooth running of board meetings and promotes good governance amongst trustees.

Role of the Chair:

* Set the agenda of the meeting (with the support of the chief executive)
* Welcome everyone to the meeting and include introductory protocols.
* Sign minutes from the previous meeting after checking with those present that they are a true and accurate record.
* May prepare materials to use for the meeting e.g., slides or handouts.
* Outline the goals of the meeting and guide the conversation during the meeting.
* See items on the agenda are covered on the timescale of the meeting.
* Putting matters to a vote if a consensus isn’t reached and declaring the voting results.
* Conclude the meeting with a summary of points discussed, final thoughts from the group and thanking people for their time and participation.
* After the meeting, - collect notes and review for accuracy, compile them into a concise file and distribute to meeting participants.
* May send reminders about future meetings.

Most meetings will follow a standard plan so people know what to expect and how to prepare. Use your **agenda** to connect your team to the meetings purpose and capture any next steps or actions.

Typical agenda:

* Apologies – note any absent trustees or participants.
* Declaration of interest – ask for any new declarations of conflicts of interest (where personal interests could influence decision making)
* Minutes from the last meeting and meeting records – a useful reminder and a chance to follow up questions from previous issues.
* Discussing agenda items – match similar items together for the meeting to flow and allocate enough time for each item.
* Any other business – an opportunity to discuss matters or updates not covered in the meeting.
* Dates of next meeting – clarify participants availability to avoid rescheduling.

Your team should leave the meeting feeling motivated and united.