

## Element Overview

### Organising and Running Meetings

Meetings play a large part in the life of any manager or supervisor. The use of effective procedures can reduce frustration and turn meetings into a valuable method of communication and decision making. The organisation of a meeting normally falls on the Secretary, and this involves preparing the documents, making the practical arrangements and recording the discussion and decisions at the meeting (taking minutes). For a formal meeting officers are appointed with clearly prescribed duties; the Chairperson and Secretary should be familiar with these roles, as the members will expect them to be carried out. The procedure at meetings has been developed to ensure that business is discussed fairly and efficiently. In addition to a familiarity with these procedures, the Chairperson needs to acquire a knowledge of the way people behave in meetings and to exercise a range of social skills.

### Element Objectives

When you have completed this Element you will be able to:

- explain the function of different types of meeting;
- prepare the documents required to mount, run and record a meeting;
- explain how to chair a meeting effectively;
- make arrangements to run a meeting;
- describe some of the types of role behaviour a Chairperson will face in meetings and how to handle each type.

Throughout this Study Guide you will meet various symbols to help you work through the material.

The following symbols indicate that a particular resource is needed:



Element Workbook



Study Guide



denotes a Self Check Exercise, for which answers are given at the back of the Study Guide.