



## Tips on meeting facilitation

The role of a facilitator is to create a suitable environment for group processes to thrive. By focusing on desired outcomes and involving all participants, the facilitator empowers the group to reach conclusions collectively.

MCSBA utilizes co-chairs of each standing committee to maintain efficiency and effectiveness of committee work. Co-chairs, or co-facilitators, are charged with the task of promoting collaboration, decision-making, and employing problem-solving strategies, to reach group consensus and attain goals.

The following list provides examples of strong facilitator attributes:

1. Be organized – plan ahead, manage meeting time to ensure all agenda items are discussed, maintain respect and decorum.
2. Provide structure – guide discussion within parameters set by the agenda, redirect when necessary
3. Remain neutral and promote shared decision-making
  - a. Include all voices in the process
  - b. Give input based on facts, let others be heard first
4. Welcome speakers, use correct title and pronunciation, thank them for their time
5. Maintain respect for all members and speakers
6. Stay on track of meeting deadlines and committee goals