



Tips on Meeting Facilitation

The role of the facilitator is one of leadership and neutrality, both a servant to the committee and an advocate of the process.

- As co-leaders of each of our committees it is important to keep the group on course in order to get the committee work done within the time frame. It is the responsibility of the co-chairs to continually assess the group's progress toward its goals and to provide feedback when necessary with suggestions to help guide the committee to that end.
- When speakers have been invited in to present, co-chairs should welcome them on behalf of the committee and to thank them for coming (please introduce yourself and make sure that you have the correct pronunciation of their name).

When chairing a meeting be prepared to:

- Manage and adjust the agenda accordingly, focusing on the time spent on discussion, tasks and outcomes.
- Ensure all participants have a chance to be heard.
- Assist in helping the committee reach consensus and resolve differences.
- Encourage the committee if the task is difficult.
- Track issues that need follow up.

