

Effective Meetings

Roles and Responsibilities

Title	Roles	Responsibilities	
Meeting Chairperson	<ul style="list-style-type: none"> Meeting Planner Meeting Coordinator Meeting Manager Meeting facilitator Meeting leader Meeting contributor 	Plan and coordinate the meeting in line with an agreed meeting process	<ul style="list-style-type: none"> Write meeting objectives Negotiate meeting time and date with attendees Book venue Invite attendees Invite special guests Plan catering if required
		Manage the meeting process	<p>Ensure:</p> <ul style="list-style-type: none"> All meeting roles are assigned and expectations clearly communicated Meeting protocols are negotiated and agreed to by the whole the team Everyone is able to attend as per agreed dates and times Preparation of resources and presentations required as per the meeting agenda is complete in time for the meeting date.
		Facilitate the meeting	<ul style="list-style-type: none"> Take the leadership role and direct the meeting process through the agenda Guide and lead discussions to ensure all participants are given the opportunity for equal participation and wherever possible the agenda runs to the agreed time frames Ensure no one particular meeting participant dominates discussions by enforcing meeting protocols such as honoring all participant's contributions.
		Contribute to the meeting	<ul style="list-style-type: none"> Contribute ideas and strategies to meeting discussions, brainstorming sessions and mini workshops
Time Keeper	<ul style="list-style-type: none"> Meeting Time Keeper Discussion Time Monitor 	Assist the meeting leader to monitor meeting time frames	<ul style="list-style-type: none"> keep an eye on the time allocated to agenda items (using the agenda as a guide) and making sure the meeting is on track and within agreed times for each agenda item Inform the meeting when only 5 minutes remains on each agenda item

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Meeting Minute Taker	<ul style="list-style-type: none"> • Agenda Coordinator • Agenda Writer • Meeting Note Taker • Meeting Discussion Recorder • Minute Writer • Team Communications Facilitator 	Using an agreed agenda and minute taking template:	
		Send proposed agenda	Send agenda plan to team so they have a baseline for planning the next meeting agenda
		Invite agenda item submission	Invite submissions for the agenda from all meeting attendees prior to the meeting
		Write up agenda	Include: <ul style="list-style-type: none"> • All items carried forward from previous minutes • New items received from the meeting attendees and meeting leader (chairperson), and • Send completed agenda to all participants prior to the meeting taking place
		During the meeting, record key points	Record key points on Minutes Template <ul style="list-style-type: none"> • Discussions • Brainstorming sessions • Strategic planning • Feedback from mini workshops • Agreements and contracts • Follow ups and progress checks.
		Write up minutes	After the meeting, fine tune the key points recorded during the meeting and produce final minutes as a full record of the meeting.
		Disseminate minutes	Disseminate minutes via Email to all participants to facilitate team communications and make sure everyone is kept in the communication loop, even if they were not able to attend the meeting.

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Mini Workshop Facilitator	<ul style="list-style-type: none"> • Mini Workshop Facilitator • Special Project Planner • Special Project Leader • Special Project Facilitator 	Plan and manage specific special projects as required	<ul style="list-style-type: none"> • Lead and facilitate mini workshops within the meeting framework as required for specific special projects • Record and manage special project progress using project management tools • Manage team communications in relation to special projects to ensure everyone is kept informed of progress and is aware of their own roles and responsibilities, progress checks and deadlines within the framework of the project
Meeting Participant	<ul style="list-style-type: none"> • Agenda Contributor • Discussion Contributor • Brainstorming Contributor • Special Project Participant 	Contribute to the meeting process	<ul style="list-style-type: none"> • Contribute items to meeting agenda • Contribute during meetings in team discussions, brainstorming, strategic planning, and special projects • Undertake assigned special project tasks • Read meeting minutes and project plans to keep up to date with important team and business information, strategic planning and special project initiatives