

Meeting Facilitation Tips for Committee Chairs

Preparation

- Pre-meeting: test equipment
- Review WebEx Etiquette
 - Mute self when not talking
 - Turn-on your camera
 - Use chat box, hand raise emoji as needed
 - During open dialogue stop sharing your screen so everyone can see each other
- Establish ground rules (some examples: Respectful dialogue, don't interrupt, be present/don't multitask)
- Start by reviewing the agenda
- As you introduce agenda items, provide context and information surrounding the topic; prepare talking notes for yourself to help communicate clearly and set committee up for discussion/decision
- State what type of participation is desired: examples: input, dialogue, decision
- Reiterate the purpose / desired outcome
- Be prepared with responses
- Be prepared with questions for guest presenters
- Remain objective
- Model high energy

Facilitation Techniques:

- Call on individuals by name, consider "round robin" where everyone weighs in. This is especially helpful if there are some quiet members or if it is a hybrid meeting.
- Direct Probe (Why is that important? What causes that? How do you mean?)
- Redirection (That's a good point. Can we put that in the parking lot?)
- Playback (It sounds like what you are saying is... Is that right? Is what you are saying...?)
- Leading Question (Are there solutions in the area of ...? What other alternatives are there? Is there a way to achieve this and that too?)
- Prompt Question (What else...We have x,y and z. What other information is there?)

How to Agree to Disagree:

- Learn more by taking the *Meeting Facilitation* mini-Workday course
- Agreeing to Explore Deeper
- Clarifying Intentions (Establish a Mutual Purpose)
- Displaying Mutual Respect

Voting/Decision-making Items

- Voting may be completed in-person, or virtual via WebEx using polling.
- Record the majority vote of all methods. Make sure to record ONLY responses by voting members, and ensure you have a quorum.
- When using the Polling function of WebEx, be advised:
 - Users MUST be joined either using the Desktop application, or the mobile app in order to participate in the polling. Users joining audio only by dialing in will not be able to use the polling function.
 - MUST be designated as "Host" or "Co-host" in order to conduct polling. The "Host" and "Co-host" cannot cast votes in the poll.
 - If your meeting is not recorded in WebEx, then you will need to manually save your poll results or ensure accurate recording.



Closing a meeting

- Make specific assignments
- Get confirmation on action items with due dates
- Set “Clear Agreements”
- Summarize meeting results/accomplishments
- Offer your ongoing assistance as a leader
- Always end on time and with a positive note
- Save Minutes on Z drive and distribute to the team within 3 days of the meeting