


Leading a Meeting

The success of a meeting largely depends on the person who leads it – the chairperson, also called the facilitator. The chairperson usually decides on the meeting objective and the type of meeting needed. In addition, the chairperson often drafts the agenda.

During the meeting, the chairperson ensures that the objective of the meeting is accomplished and that participants can voice their opinions without anyone dominating the discussion. The chairperson is responsible for:

- Presenting the objective of the meeting and the issues to discuss
- Inviting participants to express opinions, present issues/matters
- Redirecting the discussion when necessary
- Summarizing the discussion at key points in the meeting
- Summarizing conclusions, decisions and actions to be taken

1



Audio 6.3: Listen to fragments of a meeting. Write the expressions or statements the chairperson uses during the meeting to do the following:

Present the objective of the meeting:
Invite participants to speak:
Keep the discussion on track; re-direct the discussion:
Summarize the meeting outcomes:
Close the meeting:

Closing a Meeting

The chairperson usually closes a meeting by restating the meeting objective, summarizing the main points of the discussion and what was accomplished, listing actions that need to be taken, and thanking participants. Here are some expressions that can be used when concluding a meeting:

Ending the meeting:

- *I think we can end here*
- *So, let's conclude this meeting*
- *I think we've covered everything*

Summarizing:

- *Let me just go over the decisions we've made*
- *Let me summarize what we've agreed on*
- *Here are the main points of our discussion*
- *To recap what was agreed on*
- *Just to summarize*

1

Read the notes below, taken during various meetings. Prepare closing remarks that you could use if you were chairing the meeting. In small groups, share your closing remarks.

MEETING 1

Computer training for newly hired staff

Max budget: \$5000

Mariana – prepare proposal for course outline

Pavlo – prepare job posting and advertise instructor position

Next meeting: March 20, 2 p.m.

MEETING 2

Reductions in annual budget needed

All managers – prepare proposals for expenditure cuts

John and Kean – prepare report on alternative suppliers

Ivana – develop guidelines for employees on cost-cutting measures

All due in two weeks

No meeting date set; will contact later

MEETING 3

Fundraising activities for the school: art auction, pizza lunches and movie nights; no event dates set

Committee members: Anna Pula, Jessie Bodden, Natalia Vodina

Survey parents on preferred activities; request volunteers – monthly newsletter

Natalia – set up a mailing tree, send out info

Next meeting: in two weeks