

ROLE OF THE CHAIR

Queen's MMA

Effective meetings require people to play defined roles. An effective Chair can improve team performance significantly.

1. **Pre-assigned Monthly:** Assign one member of the team to the role of Chair monthly to allow continuity in the role. In virtual teams, it's very important to begin with a strong set of Chairs in the first quarter to organize the team for success.
2. **Pre-scheduled:** A list of Chairs for the whole program should be put together during the first two weeks. You should pre-plan as much as you can early. This allows team members to plan the best month for them to take on this leadership role in addition to other duties and responsibilities in the team and in the program.
3. **Rotated with the Scribe:** The Scribe from one month typically becomes the Chair for the next.
4. **Arrives Early & Establishes Tone:** The Chair is early to the meeting whether face-to-face or via other technology to ensure everything is set-up and ready to go. The Chair greets the other members, conducts a "check-in", and reviews the agenda and norms.
5. **Participates in the Meeting:** The Chair runs the meeting according to the team's defined norms and meeting rules, but also offers opinions and engages in the discussion.
6. **Develops the Agenda:** The Chair, with input from the team, will design the agenda for the meeting and the methodology for the meeting. Pre-meeting work should be sent out in writing to enhance the effectiveness of the team's meeting time.
7. **Manages Participation:** The Chair manages meeting participation, offers useful tools to keep the team on track and periodically checks with team members on how things are going. The role of Chair is meant to foster full and equal participation of all members when their input is needed to decide issues (note that sometimes an individual or set of individuals from the team may be authorized to decide on behalf of the team).
8. **Is Timekeeper:** The Chair should keep track of the time spent on each item and keep the team moving forward toward decisions on each topic.
9. **Develops Alignment:** The Chair guides team decision making and attempts to produce consensus. The Chair completes a round table check-in with all members each time a decision must be taken to assess the level of agreement within the team. Either alignment has been reached or a decision is made to spend more time seeking consensus. If an action item comes out of a decision, the Chair asks the Scribe to record it and assigns responsibility to the item by placing the person's name who agreed to take responsibility next to the item, along with a date for completion.
10. **Debriefs the Meeting:** At the end of each meeting, the Chair should debrief the meeting to assess what worked well and what could be done more effectively. Each team member should be asked individually for his/her input. The Chair should also seek input from the team's members on how to be a more efficient and effective Chair.