

In Black's Law Dictionary, a "chairperson" (sometimes referred to as "chairman" or "chairwoman") generally refers to the individual who presides over a meeting, committee, board, or other deliberative body. The chairperson's role includes maintaining order, guiding the discussion, ensuring that the rules are followed, and often having a deciding vote in case of a tie.

#### ROLES OF A CHAIRPERSON

In the 2nd edition of *\*Communication Skills: A Guide for Engineering and Applied Science Students\** by John W. Davies, the role of a chairman in meetings is discussed in detail. The chairman, or chairperson, plays a critical role in ensuring that the meeting runs smoothly and effectively. This includes setting the agenda, maintaining order, ensuring that all participants have the opportunity to contribute, and summarizing the discussions to ensure clarity. The chairman is also responsible for making sure that decisions are made in a fair and democratic manner, and for guiding the group towards achieving its objectives. The book emphasizes the importance of strong communication skills in fulfilling these responsibilities, particularly in terms of listening, summarizing, and facilitating discussions.

#### SECRETARY

In the 2nd edition of *\*Communication Skills: A Guide for Engineering and Applied Science Students\** by John W. Davies, a **\*\*secretary\*\*** is defined as the person responsible for managing the administrative tasks of a meeting or organization. This includes duties such as preparing the agenda, taking minutes during meetings, and ensuring that all documents and records are accurately maintained and distributed to the relevant parties.

#### ROLES OF A SECRETARY

In the 2nd edition of *\*Communication Skills: A Guide for Engineering and Applied Science Students\** by John W. Davies, the role of a secretary in meetings is outlined as being essential for the smooth operation of any organized discussion or meeting. The secretary's responsibilities include:

1. **\*\*Preparing and Distributing the Agenda\*\***: Before the meeting, the secretary works closely with the chairman to prepare the agenda and ensure it is distributed to all participants in advance.
2. **\*\*Recording Minutes\*\***: During the meeting, the secretary is responsible for taking accurate minutes. This includes noting the key points of discussion, decisions made, and any action items that need to be followed up on.
3. **\*\*Maintaining Records\*\***: The secretary keeps a record of the minutes from previous meetings, and these records should be readily accessible for reference. This helps in tracking the progress of tasks and decisions over time.
4. **\*\*Communication\*\***: The secretary also plays a key role in communicating decisions made during the meeting to those who were not present, as well as in following up on any actions that need to be taken.
5. **\*\*Administrative Support\*\***: The secretary may also provide general administrative support to the chairman and other participants, ensuring that all necessary materials are prepared and available for the meeting.

## HOW TO DESIGN AN AGENDA FOR A MEETING (PHYSICAL ARRANGEMENT).

In the 2nd edition of *\*Communication Skills: A Guide for Engineering and Applied Science Students\** by John W. Davies, the design of an agenda for a meeting, including physical arrangements, is essential for the effectiveness of the meeting.

1. **\*\*Objective Definition\*\***: Start by defining the purpose of the meeting. This helps in outlining the topics that need to be covered.
2. **\*\*Topic Sequencing\*\***: Arrange the agenda items in a logical order, often starting with less contentious issues and moving towards more complex or critical ones.
3. **\*\*Time Allocation\*\***: Assign time slots to each agenda item to ensure the meeting stays on track and that all topics are adequately covered.
4. **\*\*Physical Arrangement\*\***:
  - **\*\*Seating Arrangement\*\***: The book suggests arranging seats in a way that facilitates open communication. For example, a circular or U-shaped arrangement encourages participation and eye contact among all attendees.
  - **\*\*Visual Aids\*\***: Ensure that visual aids, such as whiteboards or projectors, are visible to all participants. This requires considering the layout of the room and the positioning of these aids relative to the seating arrangement.
  - **\*\*Accessibility\*\***: Ensure that all necessary materials (like handouts or documents) are easily accessible to participants, either at their seats or at a central location in the room.
5. **\*\*Notification\*\***: Distribute the agenda well in advance, so participants have time to prepare. This includes specifying the location, time, and any materials they should bring.

These guidelines ensure that the meeting runs efficiently, with clear objectives and contributions from all participants, while the physical setup supports effective communication and interaction [oai\_citation:1,BIBLIO | *Communication Skills: A Guide for Engineering and Applied Science Students* by John W. Davies | Paperback | 2001 | Pearson Prentice Hall | 2nd Edition | 9780130882943](<https://www.biblio.com/9780130882943>).

Date :9th August 2024

Time:5:00pm

The black's law dictionary 6th Edition.