

## 4. Chairperson

### Objectives

Learn leadership skills by planning and controlling a meeting.

### Responsibilities

Chairperson is responsible for the entire program.

The Chairperson controls the meeting and follows these guidelines.

Prepare opening remarks to the effect, " This is the meeting of the children and youth of the GGSCF, \_\_\_\_\_ (location/name of city) Branch \_\_\_\_ (number) on \_\_\_\_\_ (date). I am \_\_\_\_\_ (name) and I am the Chair for this meeting". Then a few opening remarks if you want to. Rehearse these beforehand as opening a meeting is hard with nerves etc. but once you start you will find it is not as difficult as you might have imagined.

Confirm by telephone at least 3 to 7 days in advance that those on the agenda are coming and are prepared. If someone is not coming then the Chair can replace that person with any other person who wishes to participate.

Prepare the agenda and get copies for distribution at the meeting.

### At the meeting

Make sure the room has been laid out and you have the Chairperson sign and gavel.

Open the meeting, strike the gravel to get silence and attention, and then start with your opening remarks. Speak loud and clearly.

Go through the agenda to ensure all those who are listed as participants are present; assign responsibility to another if someone is missing. Ask for volunteers; if none come forward assign the responsibilities. If a participant is late and you have assigned the responsibility to someone else, use your discretion and diplomacy regarding who should carry out the responsibility at that particular meeting (maybe assign the person who misses out for the following month).

Always follow the agenda and the time allocated.

Introduce each person who is assisting with the meeting and tell them the time they have.

Example: "Minutes for this meeting will be taken by \_\_\_\_\_(name)".  
"The time keeper for the meeting is \_\_\_\_\_(name)".  
"The evaluator for the meeting is \_\_\_\_\_(name)".  
"I will now call upon \_\_\_\_\_(name) who is our guest secretary to introduce any new people to the meeting  
"Now I will call upon \_\_\_\_\_ (name) to say a Prayer". etc.

Keep control of the meeting in terms of time and encouraging everyone to participate.

Be careful of those who turn up and take over the meeting (in particular adults). Try to get new opinions rather than having only one or two people speaking throughout the meeting.

After a person speaks you can thank them or express a short opinion if you choose.

Always look out for hands raised seeking your permission to speak. If they speak without your permission, remind them that they need to conduct themselves in an appropriate manner and that the appropriate behaviour is to seek permission through the Chair by raising their hand.

Close the meeting with a few remarks, thank everyone for coming, and then strike the gravel to officially close the proceedings.