



Module 5: Meeting Roles and Responsibilities

Establishing clear roles and responsibilities within your meeting helps to manage the meeting effectively. When roles are established, the participants have a clear understanding of what is taking place because the person in a specific role has a job to fulfill. Assigning roles also alleviates the number of tasks you have to manage. This way you can focus on the role you are to manage within the meeting time. Remember that you do not have to do it all. Get others involved.

In this module, you will learn the role of the Chairperson, Minute-taker, and the Attendees. Finally, you will learn how to vary the roles for large and small meetings. Let us begin first by identifying the role of the Chairperson.



The Chairperson



The Minute-taker



The Attendees



Variations for Large and Small Meetings



Knowledge Check



Module 5: Completed



Lesson 1 of 6

The Chairperson



The meeting chairperson is responsible for directing the proceedings of the meeting.

The meeting chairperson is responsible for directing the proceedings of the meeting. They are time managers, referees, and enforcer of the rules if they are broken. The chairperson does not necessarily have to be you all the time, but when you do defer the chairperson's duty to someone else, make sure you are confident the person you choose can handle the role. The chairperson must be able to lead the meeting and be firm throughout.

Here are additional responsibilities of the chairperson:

- Be aware of the rules of the meeting
- Focus on the aim or objective of the meeting
- Remain fair with all participants
- Start the meeting
- Transition from one agenda topic to the next
- Introduce the next presenter
- Handle disruptions

Some of the qualities a chairperson should possess are as follows:

- Some of the qualities a chairperson should possess are as follows:
- Demonstrate flexibility
- Remain impartial
- Display maturity

The role of the chairperson is essential if the meeting is to have some form of control. If you are the chairperson, make sure you do not take on additional roles. You want to remain focused on the tasks associated with the role of the chairperson. If you select another person to be the chairperson, it is a good practice to meet with them in advance to coordinate the agenda and set expectations. You want to avoid miscommunication during the meeting, which could hurt the credibility of both your chairperson and yourself.

Watch this video clip...





To check your understanding of the lesson content, answer the question below...

Which of these are not an additional responsibility of the chairperson?

- Be aware of the rules of the meeting
- Transition from one agenda topic to the next
- Remain impartial
- Handle disruptions

SUBMIT



Complete the content above before moving on.

The Minute-taker



Taking minutes requires some basic skills. For instance, a good minute-taker will possess great listening skills and attention to detail. They should have excellent writing and communication skills. The person you select must be able to maintain focus and not be carried away with the meeting, missing crucial meeting information. It is best to select someone who is not directly involved in the meeting.

Here is a list of tasks the minute-taker should handle:

Before the Meeting

- Determine what tool to use for recording the minutes (ex. Laptop, paper, recording)
- Become familiar with the names of the attendees and who they are
- Obtain the agenda and become familiar with the topics

During the Meeting

- Take attendance
- Note the time the meeting begins
- Write the main ideas presented in the meeting and the contributor of that information
- Write down decisions made and who supported or opposed the decision
- Note follow up items
- Note items to be discussed in the next meeting
- Note the end time of the meeting

After the Meeting

- Type up the minutes immediately after the meeting (if manual notes or recordings were taken)
- Proofread the minutes and correct any errors in grammar and spelling
- Save or send the document to the meeting owner



Using a template helps to keep the minute-taking consistent. Remember to meet with the person you choose to be your minute-taker before the meeting to go over the template.

Here is an example template for you to download...



Business-Meeting-Minutes-Template.pdf

16.2 KB



Complete the content above before moving on.

The Attendees



The attendees are not excluded from assuming a role or having a responsibility in the meeting setting. Of course, you cannot force the responsibility on to your attendees, but you can attempt to influence them. The attendees are the biggest success factor of your meeting. If they feel that they accomplished something in the meeting, they will applaud you. However, if they walk away feeling they wasted their time, this could affect your credibility.

The following are responsibilities your attendees could assume:

BE PREPARED	PARTICIPATE	PRODUCTIVE
<ul style="list-style-type: none">• To contribute to the meeting• Arrive early and avoid being late• Jot down ideas and questions ahead of time• Read the agenda before the meeting• Get enough rest the night before		



BE PREPARED

PARTICIPATE

PRODUCTIVE

- Ask questions
- Take notes
- Share ideas



BE PREPARED

PARTICIPATE

PRODUCTIVE

- Avoid having side conversations
- Remove distractions like cell phones
- Keep to the allotted time if on the agenda



Setting up expectations is the best way to communicate the role of the attendees. This is accomplished in either the meeting invitation or a separate email to the attendees. In any case, it is worth the time. Remember that all participants play a vital role in the meeting. Your job is to remind them of their role and the responsibility that comes with it.



To check your understanding of the lesson content, answer the question below...

The attendees are the biggest _____ of your meeting.

Type your answer here

SUBMIT



Complete the content above before moving on.

Variations for Large and Small Meetings



Managing a larger meeting requires more resources and assigned roles.

Large meetings present very different dynamics than smaller meetings. Managing a larger meeting requires more resources and assigned roles. If you are chairing the meeting yourself, you will need to rely on others to ensure all things are well executed.

Here is a list of additional roles you may want to add when managing a large meeting:

- An extra minutes-taker for better accuracy
- A person to distribute all the materials related to the meeting
- A person to greet attendees
- A person to run the audio and visual equipment
- A person to manage the hospitality aspect of your meeting
- A co-chairperson
- A person managing the presentations

On the other hand, in small meetings, you can assume multiple roles. For example, you can be the chairperson, technical person, and the minute-taker. Small meetings are less formal, and you can leverage the informal environment to multitask. In any situation, careful planning and assessing the risk of working with fewer roles will help you to determine what roles need to be filled. When in doubt, get more help. Err on the side of caution.



To check your understanding of the lesson content, answer the question below...

Small meetings are less formal, and you can leverage the informal environment to _____.

Type your answer here

SUBMIT



Complete the content above before moving on.

Lesson 5 of 6

Knowledge Check



Module 5: Review Questions

Question

01/10

Which of the following is not something that the chairperson must do?

- Start the meeting
- Come up with the final solution
- Introduce the next presenter
- Take care of the rules

Question

02/10

Which of the following is not a necessary quality of a chairperson?

- Authority
- Strictness
- Flexibility
- Impartiality

Question

03/10

Which of the following is a quality necessary to be a good minute-taker?

- Writing abilities
- Writing abilities
- Paying attention to details
- All of the above

Question

04/10

Which tool is the best for minute taking?

- Laptop
- Paper
- Recording
- Every tool can be equally good

Question

05/10

The determining success factor of a meeting is:

- Role of the facilitator
- Rules of the chairperson
- Participation of the attendees
- Skills of the minute-taker

Question

06/10

What is the best way to communicate the role of the attendees?

- Casual, friendly, non-conventional approach
- Setting up tight rules
- Setting up expectations
- Individual meetings before the main meeting

Question

07/10

Multitasking is typical for:

- Larger meetings
- Smaller meetings
- Medium meetings
- All of the above

Question

08/10

Which of the following is usually not necessary for larger meetings?

- Extra minute-taker
- Co-chairperson
- Co-facilitator
- A person to greet the attendees

Question

09/10

Establishing clear _____ within your meeting helps to manage the meeting effectively.

- Roles
- Responsibilities
- Roles and responsibilities
- Neither roles nor responsibilities

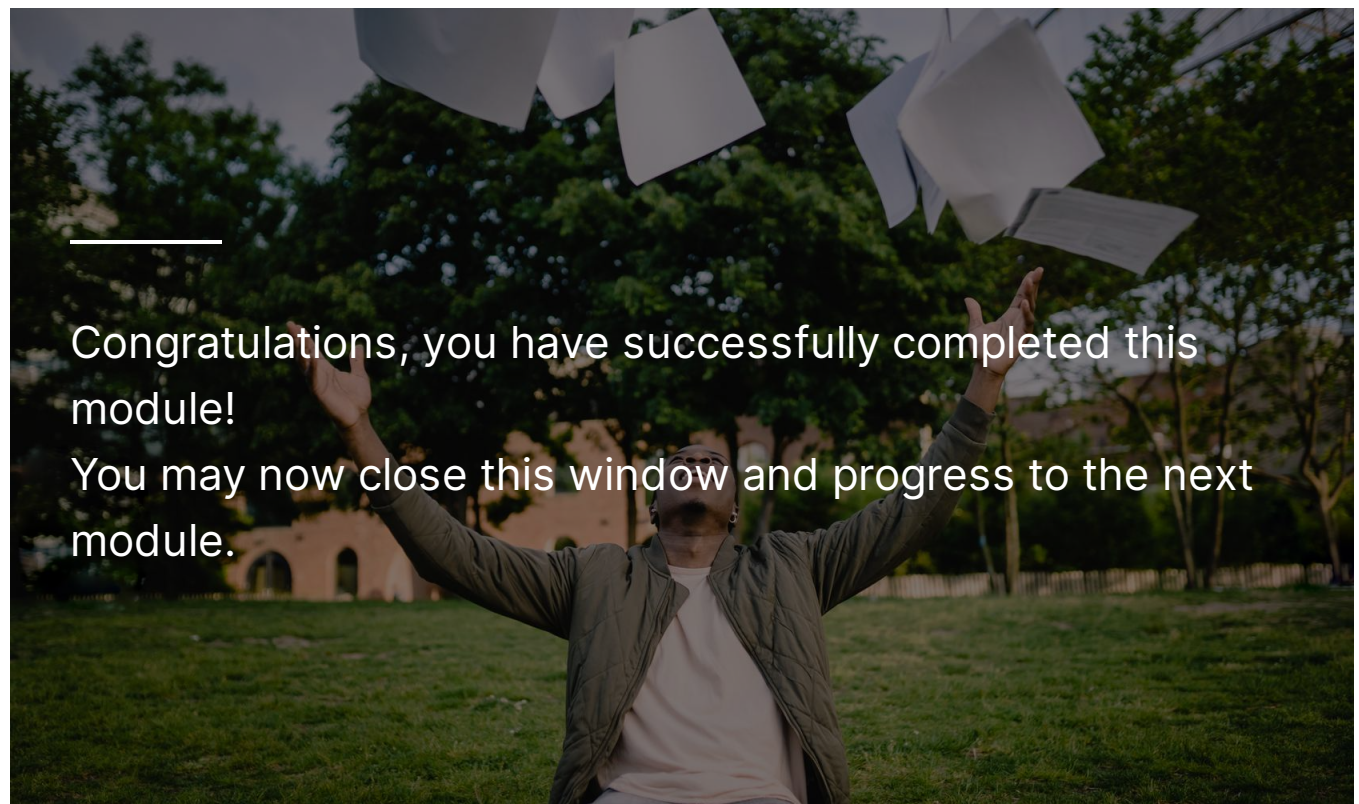
Question

10/10

The meeting _____ is responsible for directing the proceedings of the meeting.

- Chairperson
- Attendees
- Chairperson and attendees
- Neither chairperson nor attendees

Module 5: Completed



Congratulations, you have successfully completed this module!
You may now close this window and progress to the next module.