



Acting as a chairperson

Introduction

An efficient chairperson can make your meeting more productive. This resource details key responsibilities of a chairperson.

The chairperson can make sure that...



Each agenda item is addressed. It is best if the chairperson reads through the agenda beforehand.



The meeting runs to time.



Everyone has the chance to speak. This can be done by inviting quieter members of the group to comment on topics / ideas before the group decision is made.



Key points that have been discussed are summarised. The chairperson makes sure the discussion stays focused and the key points are clear to everyone.



There is a consensus regarding future actions. A fair way of achieving this is to hold a group vote.

Conclusion

A chairperson plays an important role in terms of effective group functioning. When undertaking student projects it is generally a good idea to rotate who acts as the chairperson – otherwise one individual could take over how the group is running, which could prove detrimental to effective working. That said, it is imperative that whoever acts as chairperson clearly understands what needs to be achieved, the subject area and is up-to-date with current project progress.

Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:
lrweb.beds.ac.uk/studyhub

