

## **Chairman Guides**

### Getting Started

#### Selecting the Chairman

1. *A Motivator* - someone who will proclaim an interest in the work, get others enthused and call the first meeting.
2. *A Leader* - one who can bring a group into a common view of its purposes and shared responsibility.
3. *A Manager* - one who can draw out and utilize the interests and abilities of all members of the group
4. *A Worker* - one who brings enthusiasm and energy to the task.
5. *A Volunteer* - one who believes in the value of the task and fellow workers.
6. *An Optimist* - one who believes good things will come of it.

#### Selecting Members

1. People with the knowledge and skill needed and access to the information and resources;
2. Enthusiasm and willingness to contribute;
3. Group or interest representation needed;
4. Able to get along, work and communicate with others;
5. Few enough to get something done.

#### The Meeting Agenda

##### Basic Idea

Any meeting not worth an agenda prepared and sent to the members ahead is not worth wasting time on!

##### Items to include

- Date and time
- Subject
- Who will attend Present situation
- Place
- Estimated length Background information Goal of meeting

#### Functions of the Agenda

1. Forces the chairman to present a clearly defined problem to be solved or goal to be reached.
2. Reviews current situation and allows all participants to understand importance and background.
3. Gives all a chance to develop a point of view and gather facts.
4. Clearly states how long the meeting will require.
5. States who will be present so each participant can anticipate other points of view.
6. Reduces unnecessary meetings.

#### Guides for Chairman

### Opening the meeting

1. Start on time
2. State the purpose of the meeting
3. State ideas positively
4. Use words that make your ideas attractive and worthwhile
5. Limit your opening remarks to 1-2 minutes

### During the meeting

1. Remain impartial to ideas and members if possible;
2. Watch the pace of the meeting;
3. Watch for emotional "buildups";
4. Insist on pulling for the facts together before rushing to solutions;
5. Draw contributions from each member;
6. See that only one person speaks at a time;
7. Identify opposing points of view;
8. Stress cooperation, not conflict;
9. Guide the group from problem to solution;
10. Clarify or simplify ideas and comments of members;
11. Use humor to reduce tension;
12. Make frequent summaries during the meeting;
13. Watch the time.

### Closing the meeting

1. Point out decisions reached;
2. Identify differences unresolved;
3. Lead to future action.

### Guides for Committee Members

1. Study the agenda carefully before the meeting.
2. Stick to the agenda or the items under discussion.
3. Determine the purpose of the meeting and decide in advance how and what you will contribute to that goal.
4. Speak to the entire group, do not let your comments get lost in side conversations.
5. Do not hesitate to comment, criticize constructively, or disagree with other view points.
6. Ask others to clarify their views, concerns and objections.
7. Understand the problem or opportunity before urging solutions or consensus.

### Role Functions in a Group

#### Task Roles

1. Initiating activity;
2. Seeking information;
3. Seeking opinion;
4. Giving information;
5. Giving opinion;

6. Clarifying, expanding or simplifying;
7. Coordinating or relating the parts;
8. Summarizing or pulling it all together.

#### Group Building and Maintenance Roles

1. Encouraging;
2. Gatekeeping (getting all involved);
3. Standard setting;
4. Following;
5. Expressing group feeling.

#### Both Group Task and Maintenance Roles

1. Evaluating group progress;
2. Diagnosing group problems;
3. Testing for consensus;
4. Mediating conflicts or disagreement;
5. Relieving tension.

#### Nonfunctional Roles

1. Being aggressive;
2. Blocking agreement or decision;
3. Self-confessing;
4. Seeking sympathy;
5. Special pleading;
6. Horsing around;
7. Seeking recognition;
8. Competing;
9. Withdrawals.

Note: It is recommended that local CRM chairmanships rotate on an annual basis. This allows all participants in the CRM committee to become more involved and the opportunity to assume a leadership role.