



## What to do if you are asked to run a meeting at school

- **Watch** the time you are allowed for the meeting.
- **Announce** the subject to be discussed.
- **Look** at each speaker when you ask him or her to talk.
- **Give** turns fairly and tell each student how long he or she has to speak.
- **Summarise** what the speakers have said.
- **Decide** on a plan of action to follow after the meeting ends, usually by calling for a vote on the matter.
- **Set** the date, time and place of the next meeting, if necessary.
- **Call** the meeting to order and declare the meeting open.
- **Welcome** everyone present.
- **Ask** everyone present to sign the attendance sheet.
- **Call for** apologies from students not present and write down their names on a sheet of paper.
- **Ask** the speaker to explain further if he or she has been difficult to understand.
- **Make** sure only one person speaks at a time.
- **Be** positive about each speaker's comments.
- **Make** sure each speaker stays on the topic being discussed.
- **Thank** everyone for attending.
- **Declare** the meeting closed.
- **Write** notes/minutes about the meeting.
- **Distribute** notes to everyone who was present or sent apologies.