LevelUp
Co-op Learning Series

GOVERNANCE WORKSHOP

Chairing Skills

SESSION SUMMARY

Good meetings need:
- quorum
- a trusted and respected chair
- knowledgeable and respectful members
- a reasonable agenda
- good organization
- a positive atmosphere
- patience
- clear instructions

Pre-meeting planning
- use a checklist
- set the agenda
- review the meeting package
- assign roles

The goals for chairing a good meeting
- start and finish on time
- deal with every agenda item
- help the members to make good decisions
- make sure members have a chance to express their opinions
- make sure members feel respected and satisfied with the process

Key rules of order
- motions
- amendments
- voting
- procedural motions

Keys to a good meeting
- set the tone
- involve everyone
- control the meeting
- communicate well
- evaluate

The LEVEL UP Learning Series is a partnership of the **Co-operative Housing Federation of Toronto** and the **City of Toronto**.

CHFT CO-OPERATIVE HOUSING FEDERATION OF TORONTO
Serving co-ops in Durham, Toronto, and York Region.

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