

TOP TIPS FOR SUCCESSFULLY CHAIRING VIRTUAL MEETINGS

PREPARATION

1. Ensure and test (directly, or via your Council/Committee administrator) virtual meeting IT requirements (including ensuring all participants have access to dial-in details, IT Support, correct time, etc).
2. Ensure agenda sent out beforehand (including papers). Avoid distributing new papers during the meeting.

AT THE MEETING

3. Maintain control of the meeting. Ensure meeting stays on track (as per the agenda), and participants do not become too unruly. Usual 'in-person' meeting techniques apply:
 - a. Chair to intervene when a particular discussion has gone too far.
 - b. Chair to stop arguments, and ensure everyone has had opportunity to speak.
 - c. Chair (directly, or via Company Secretary) should be able to mute participants, if required.
4. At start of meeting, conduct a role call (directly, or via Company Secretary), so everyone knows who is on the call, and lay down meeting protocols. During meeting, any late/new participants should be introduced.
5. At beginning and throughout meeting, establish and enforce key meeting protocols:
 - a. Ask attendees to mute themselves, to avoid background interference.
 - b. Ask attendees to remain focused on the meeting (avoid multi-tasking / checking emails, etc) to avoid unnecessary repetition.
 - c. Chair to be clear on which agenda item is being considered, and then invite Agenda Item lead to introduce item. (e.g. *"We are now on Agenda Item 5, meeting protocols. Greg, can you please introduce this item..."*)
 - d. Agenda Item lead is to:
 - i. articulate the purpose of the agenda item and what is being asked of the meeting (e.g. to approve XYZ, or obtain Board feedback on XYZ, or to provide an update to the Board on XYZ).
 - ii. succinctly provide any background information on the agenda item.
 - e. Chair is then to open up discussion. Each attendee is asked to remain on topic. Sometimes it is useful to state how much time has been allocated for discussion, so as to focus meeting on key priorities/questions.
 - f. Each attendee is to identify themselves before making comment. Comments to be succinct and prioritised (e.g. *"This is Greg from LSV. My question is..."*).
 - g. If more than one attendee wishes to comment, Chair to intervene and then invite each person to speak.
 - h. Chair to reach out to those who are quiet / silent. (e.g. *"Greg, we haven't heard from you, do you have anything to add..."*)
 - i. At the end of each agenda item, Chair is to summarize the key actions/outcome.
 - j. If vote required, Chair to set out the motion, and then individually ask each attendees to confirm their vote for or against the item. (e.g. *"the motion for agenda item 1 is that the meeting protocols be approved by the Board. To pass, we require a majority of votes in favour. Greg, are you FOR or AGAINST the motion?"* etc... *As we have a majority of votes FOR this item, I declare the motion duly passed. Now onto item 2...*)
6. At the end of meeting, Chair to ask each individual participant (by name) whether they have any other comments/questions, before formally closing the meeting.

POST MEETING

7. Ensure minutes / action items promptly distributed after meeting, and feedback promptly provided.