

DUTIES OF THE CHAIRPERSON

The Chairperson is responsible for the smooth running of the meeting. In order to accomplish this task, several matters must be tended to.

Before the Meeting Convenes:

- The chairperson sets up the schedule of speakers, trying to accommodate their needs and preferences as much as possible.
- The chairperson learns each speaker's topic and the correct pronunciation of the speaker's name in order to facilitate a smooth introduction.
- It is desirable for the chairperson to work note-free.

Running the Meeting:

- The chairperson does not speak till he/she takes center stage.
- The chairperson prepares and delivers a brief opening comment and introduces the first speaker, using the name and title the speaker prefers, pronouncing the name properly and definitively.
- The chairperson maintains eye contact with the entire audience rather than zeroing in only on the next or previous speaker.
- Once the speaker concludes, the chairperson thanks the speaker, makes a comment relevant to the speech given, and then introduces the next speaker.
- The chairperson ends the meeting by thanking all the speakers and making a brief closing statement or transitioning to the next order of business.

General Duties:

- The chairperson provides transition time between speakers, allowing the audience a few moments to absorb what the preceding speaker has said and to prepare for listening to the next speaker.
- The chairperson assists a speaker when necessary, perhaps in setting up before, helping out during, or cleaning up after the speech.
- The chairperson sits at the front of the room to minimize the distraction of getting up and down between speakers.