

ASTBUS412

Chair meetings



Overview

This unit has been imported from the Council for Administration (CfA) NOS for Administration Unit 412.

Plan, organise and run formal and informal meetings to achieve their purpose.

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Performance criteria

You must be able to:

Before the meeting

- P1 agree the purpose of the meeting
- P2 schedule the meeting so that key people can attend
- P3 make sure meeting facilities meet requirements
- P4 agree agenda items, time required for each item and meeting papers to achieve the purpose of the meeting
- P5 read briefing papers and identify key issues

During the meeting

You must be able to:

- P6 greet people attending the meeting
- P7 start the meeting on time
- P8 provide details of facilities and arrangements
- P9 chair the meeting in line with the agenda
- P10 allow opportunities for individuals to contribute
- P11 if appropriate, observe formal voting and approval procedures
- P12 keep the meeting on track to achieve its purpose
- P13 summarise discussions and agree actions
- P14 agree date, time and location of next meeting
- P15 close the meeting on time
- P16 approve meeting records and list of actions
- P17 evaluate the effectiveness of the meeting

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Knowledge and understanding

You need to know and understand:

- K1 why meetings are important and their advantages and disadvantages
- K2 the role of the chair before, during and after meetings
- K3 the different types of meetings and how to plan, organise and run them
- K4 why it is important to identify the purpose of a meeting
- K5 how to plan meetings so that their purpose can be achieved
- K6 why it is important to make sure that key people can attend meetings or be represented
- K7 the types of requirements you should meet when organising meetings and how to provide facilities which meet these requirements
- K8 why it is important to agree agenda items and allocated times for agenda items
- K9 why it is important to make sure people receive meeting papers and agendas in good time
- K10 why it is important to read meeting papers and identify key issues in advance
- K11 why good interpersonal skills are important when chairing meetings
- K12 why effective time management is important when chairing meetings
- K13 why it is important to give people information about facilities and arrangements, including health and safety procedures
- K14 how to facilitate discussions so that the purpose of each agenda item is achieved
- K15 the types of problems - including conflict - that may occur during meetings and how to resolve them
- K16 why it is important to summarise discussions and agree actions
- K17 why it is important to approve records of meetings
- K18 how to evaluate the effectiveness of meetings

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Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in building your organisation's understanding of its market and customers. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- 1 Planning
- 2 Organising
- 3 Negotiating
- 4 Analysing
- 5 Interpersonal skills
- 6 Managing time
- 7 Leading
- 8 Communicating
- 9 Facilitating
- 10 Problem solving
- 11 Summarising
- 12 Evaluating

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Relevant occupations Business, Administration and Law; Agriculture; Urban, rural and regional planning; Administration; Law and legal services; Functional Managers; Managers in Farming, Horticulture, Forestry and Fishing; Legal Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals

Suite Local Land Charges and Property Information 2009

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