

Checklist: Tasks of the chairperson (during meetings)**■ Before**

- sets the agenda;
- anticipates the way each theme should be discussed: sequence, time frame, anticipating possible opposition.

■ During

- opens the meeting formally;
- checks who is present and who is not (and what reasons are given for not attending);
- goes through each point of the agenda;
- gives a short introduction to each point;
- makes sure that the discussion goes according to plan and reaches conclusions through summaries from time to time, and by involving participants who are not making themselves clear, or are not actively participating; deals with participants who use presentation tricks;
- participates as little as possible in the actual discussion;
- ensures that the amount of time scheduled for each part is not exceeded;
- makes sure that people are designated operational responsibilities, which are subsequently listed in the minutes;
- should be aware of 'groupthink' (→G10), reductive listening and other forms of negative group dynamism;
- closes the meeting formally by summarising what has been achieved during the meeting;
- ensures that everyone is in agreement about the next meeting date;
- temporarily hands the chairperson's hammer over to another member of the group when his or her own position is up for discussion.

■ After

- makes certain that the minutes are correct (minute-taker first gives minutes to the chair);
- sees to it that the participants receive a copy of the minutes;
- controls the execution of the agreed tasks.