##### **The Salvation ARmy**

##### **MEETING Roles**

### **The Role of the Members:**

1. Read the background material provided prior to the meeting. If you need clarification on any issue, call the chairman
2. Be on time
3. Don’t carry on side conversations
4. Be open to the ideas of others and listen
5. Speak up. Contribute your viewpoints to the discussion. Let your fellow members know what you’re thinking.
6. Help others stay on the subject.
7. Take action on any personal responsibilities you have as the result of the meeting.

### **The Role of the Chairman:**

1. Be sure all meeting arrangements have been attended to.
2. Start and end the meeting on time.
3. Begin each meeting with a sentence or two about what you expect the meeting to achieve.
4. Strive to keep to the time frames, but be flexible enough to allow valuable discussion to continue.
5. Be sure all members understand the issue under discussion, especially new members.
6. Provide opportunities for everyone concerned to have input into discussion. Encourage the reticent to contribute their thoughts.
7. Be sure that individual members understand responsibilities being assigned to them during the meeting.
8. See that each agenda item is acted upon.
9. If you feel the meeting is stuck, ask yourself, “What is the business of the group right now?” and bring the group to focus on that business.
10. Express your satisfaction with the group’s accomplishments.