

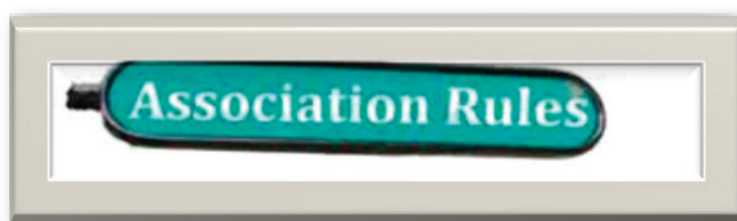


**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

Chairperson

How to run an effective meeting

The Chairperson's role at club meetings is amongst the most important of her/his functions. The Chairperson should ensure all meetings are conducted in an organised manner and that meetings achieve results. It is essential that Camogie meetings are run in accordance with the Camogie Association Rules. The full Official Guide is key resource for Chairs. Part 1 of the Official Guide deals procedures for running camogie units. If decisions are made that are contrary to these rules, then decisions may be open to question and may be considered invalid. The Association's Code of Practice for All Officers of the Association is also important.



All Sections of the Rule Book will be relevant to a Chair but Part 1 Sections c & D are particularly important in relation to meetings and decision making e.g.

- Rule 16.1.* The quorum for meetings of all units of the Association must be 20 per cent of those entitled to attend and vote, in addition to the Officers present.
- Rule 16.2.* Decisions taken at meetings at all levels of the Association must be taken by a simple majority of those in attendance at the time of the vote, entitled to vote, and voting, motions for such decisions having been proposed and seconded. Decisions so taken will not be rescinded at any subsequent meeting except with the consent of two-thirds of those present at the time of the vote, entitled to vote, and voting.

A Chairperson must:

- guide the meeting but not lead it
- encourage open discussion amongst those present
- involve as many people as possible.
- ensure that the meeting is productive by 'managing' the discussion
- not allow people to make points that have already been made
- not allow people to talk for lengthy periods.
- allow a controlled and productive discussion, take a decision and move on to the next topic on the agenda.

<i>Good Meeting:</i>	<i>Poor Meeting:</i>
<ul style="list-style-type: none">• Motivate the committee and those present• Ensure lively and productive discussion• Promote sound decision making• Start on time and finish on time	<ul style="list-style-type: none">• Waste peoples time and effort• De-motivate those present• Have no constructive outcome• Diminish the importance of meetings and result in poor attendances

Importance of an Agenda (Clár)

An agenda is a key part of the planning process for a meeting. It helps to inform all who attend of the scope of the topics to be covered. It also helps each member to prepare, so that those present will have the necessary information and documentation for discussion. A good agenda will help towards productive discussion and decision making.

Qualities of a good Agenda

All items on an agenda should be capable of being dealt with in the time allocated for the meeting. A long and winding agenda will usually be unproductive as the last few items usually get rushed. Each item should be explained so that the members know exactly what is meant and each item should have only one interpretation. Matters on the agenda should be in order of priority, ensuring that all essential business is transacted first. The first three items on an agenda are usually the minutes of the previous meeting, matters arising from the minutes and correspondence.

*In advance of the meeting
ask yourself these questions:*

- Why are you having the meeting?
- What end result do you want from it?
- What will you discuss at it?



Example Clár:

- 1. Adoption (Approval) of Minutes*
 - 2. Matters Arising*
 - 3. Correspondence*
- 4. Report from County Executive meeting*
 - 5. Financial report*
- 6. Fixtures (team issues)*
 - (a) Adult*
 - (b) Juveniles*
- 7. Sub-Committee Reports*
 - (a) Juvenile Section*
 - (b) Games/Coaching*
 - (c) Development Committee*
- 8. Update on Club registrations*
- 9. Any other business*



Main Points to Consider

- Keep to the Agenda
- Keep control of the discussion; don't take sides and be fair to everyone
- Involve as many people as possible. If lots of people want to speak, keep a list of whose turn it is to speak next to remind you. Make sure people know you have noticed that they want to speak.
- Reports, Discussions, Points of Order, Questions – all 'through the chair'
- Agree follow-up actions at each stage: i.e what, by who, and by when.
- Be clear that decisions are understood by everyone before moving on to the next topic.

Set the Ground Rules

- A Club should have Executive meetings at regular times and dates. It is helpful to specify a night and time such as the first Monday of the month at 8pm
- Meetings start and end on time. Do not allow the start time be dictated by latecomers
- Participation from everyone is encouraged
- Comments are to be non-judgemental
- People will not interrupt speakers
- Assigned tasks from the meeting will be done on time



Some Chairing Techniques:

- Keeping the meeting on track e.g. “We’re over the allocated time on that issue. Can we agree to give it another 10 minutes and then move on?”
- Making sure all voices are heard on a topic e.g. “Does anyone else want to contribute to this discussion?” Or “At this stage we’ve heard a number of voices a couple of times but I’d like to hear from someone who hasn’t contributed on the issue already”
- Draw a topic towards a decision by summarising e.g. “To summarise this is what I’ve heard on this issue so if there are no objections to I’ll take it that we have consensus on that and we can move on” or “clearly there are different views on this topic. We can defer it to the next meeting and work on these differences between now and then or we can reach a decision by giving this more discussion and seeing if we can reach consensus” or seek a proposal (motion) on a decision to be taken by the meeting
- Dealing with difficult members such as the non-stop talker, the interrupter, the overly negative person, the know all etc. There are no easy answers – remain impartial; remind people of the purpose of the meeting or of that particular agenda item; remind people of the ground rules and ask for people’s co-operation with the ground rules. When two people are particularly argumentative summarise points from both and ask for other views.
- Ensuring follow up – check that there is a list of action points on issues that need follow up and call out these with name of the person who has lead responsibility for that follow up
- Getting feedback – at the end of the meeting take a few minutes to allow people to give feedback on the meeting as a process and use the learning from this at the next meeting.