



## Contributing to a Meeting

1. Attend all meetings regularly and punctually - whether you were co-opted, elected, or volunteered, having accepted the position you are under an obligation to attend as and when required.
2. Brief yourself - read the agenda, minutes, and supporting material sent to you before the meeting. Ask yourself – do I need more information on the subject(s), so that I can make an informed contribution to discussions. Who might I need to speak to?
3. Participate - give the benefit of your ideas and experience and local knowledge. Listen, try to understand and respect the views of other members, even when you do not agree with them.
4. Support the chairman - recognise and accept the authority of the chairman whatever your personal opinion of them.
  - learn the rules of procedure and keep to them
  - make helpful, relevant contributions
  - help resolve conflicts – don't generate them
  - clarify issues, don't confuse them
  - offer any specialised knowledge or skills
5. Support other members:
  - don't monopolise the discussion and prevent others from speaking
  - help less able or experienced members to contribute
  - avoid personal feuds
  - co-operate with other members to achieve the objective(s) of the meeting.
6. Support the objective of the meeting - recognise that you are bound by the meeting's conclusions, even if you opposed them in discussion.