

South East London (SEL) Stroke Workstreams

Role of the chair:

Before the meeting:

- Work with the network project managers in encouraging contributions from members, setting deadlines for receipt of papers.
- Agree a structured agenda with Network project managers.
- Set clear timescales. Decide how the meeting is to be paced so that appropriate time is given to agenda items. Ensure intended finish time is on the agenda.
- Read the papers carefully in advance of the meeting. Be aware of the issues and check out any queries, inconsistencies or potential controversy.
- With the Network project managers agree appropriate form of records, i.e. formal minutes, notes etc.
- Contacting stakeholders in advance to discuss contentious agenda items

At the meeting:

- Arrive early. Members often wish to speak to the Chair prior to the meeting and it's a good opportunity to 'network'.
- Start the meeting on time and, equally important, state when the meeting will finish.
- Make introductions. Introduce yourself and ask each member to introduce themselves with a brief comment on their role and what they believe they can contribute to the meeting.
- Listen carefully to all contributions while keeping members focused.
- Facilitate a balanced discussion.
- Remain impartial.
- Sum-up succinctly at the end of each an item, so that members are clear about what has been decided.
- Make clear what is to happen next and who will be responsible.
- Discourage major items in 'Any Other Business'
- Finish on time or earlier than the given time. Respect the value of people's time.
- Clarify arrangements for the next meeting.
- Don't be quick to leave. Members often wish to speak to the Chair following a meeting.

- Work with the group members and project managers to develop a workstream plan and support its delivery

After the meeting:

- Agree the minutes of any workstream meetings with the Network project managers prior to circulation (by PM within one week of the meeting).
- Agree with the Network Project manager any highlight /exception reports prior to circulation.
- Liaise with members, network project manager by e mail as necessary between meetings
- Attend Stroke CRG meetings and report progress of workstream and any task groups as required.

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