

South West London Stroke Workstreams

Role Of 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.
- Contact stakeholders in advance to discuss contentious agenda items.
- Work with Network Project Managers to agree appropriate form of records, ie formal minutes, notes etc.

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 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 Group members & Network Project Managers to develop a workstream work 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 Managers any highlight /exception reports prior to circulation.
- Liaise with members and Network Project Manager by e-mail as necessary between meetings.
- Attend Stroke Clinical Reference Group (CRG) meetings and report progress of the workstream and any task groups as required.