



## Appendix F

### Suggested Role of the PAC Chair

- The chair opens the meeting by welcoming members and guests, round of introductions are helpful.
- The chair asks the committee if there are any additions to the agenda; the agenda is subsequently adopted.
- The chair reviews past minutes with the committee, action items are addressed and any changes to the minutes are recorded. The minutes are approved with any amendments.
- The chair walks the committee through each agenda item.
- The chair controls the meeting.
- All remarks are addressed through the chair.
- Members do not interrupt each other.
- In situations where the committee needs to adopt a formal motion, the chair will state the motion and members take a vote.
- The majority wins the vote.
- All members accept the majority decision.
- The minutes will record the formal motion.
- In very formal meetings, the Roberts Rule of Order will apply.

When discussion is underway, it is the chairperson's responsibility to ensure that it continues to flow smoothly by involving all members present and by not permitting one or two people to dominate the meeting. During the discussion the chairperson might need to:

- Refocus discussion that has wandered off the point.
- Conclude one point and lead into the next.
- Highlight important points.
- Assist the secretary/recorder if necessary.
- Clarify any misunderstanding.
- Ensure the meeting runs to time

At the end of a meeting, the chairperson should remind members what they have achieved and thank them for their contributions. Finally, the time and date of the next meeting should be arranged.