



Labor-Management Resource Center

Running Effective Labor-Management Committee Meetings

Meeting Roles

- Facilitator
- Timekeeper
- Recorder
- Committee Members

Facilitator Responsibilities:

Manage the Agenda:

- Follow agenda items in order and use the process established when the roadmap agenda was developed. You can also be flexible, for example, when participants suggest an alternate process and the majority agree to it. Or, if your process doesn't seem to be working, take a break and come up with another.
- Keep discussion focused on the topic at hand.
- "Park" other issues for later discussion.
- Periodically summarize discussion to give members perspective.
- Bring discussion to a close.
- Help recorder capture important points.
- Be clear with group when you are facilitating and when you are contributing as a group member.

Manage Conversational Traffic:

- Intervene if discussion fragments into several simultaneous conversations.
- Tactfully prevent any one person from dominating the discussion.
- Bring someone into the conversation who might not be participating.
- Remind people about agreed to ground rules.



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Running Effective Labor-Management Committee Meetings (continued)

Meeting Roles

Timekeeper Responsibilities:

- Keep track of time according to the limits specified in the roadmap agenda.
- Give regular updates to the group so they know how much time has been spent and how much time is left on a particular agenda item.

Recorder Responsibilities:

- Record the committee's ideas, decisions, actions, etc.
- Stop the conversation for clarity and to "catch up."

Recording Methods:

- Handwritten notes
- Flipchart notes
- Laptops and technology

What to Record:

- Agenda item
- Main discussion points - Mentioned by idea and not by anyone's name.
- Action Items - What is it? Who is doing it? By when?
- Decisions - With a brief description of how you arrived at the decision.



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Running Effective Labor-Management Committee Meetings (continued)

Meeting Roles

Committee Members Responsibilities:

- Participate fully
- Ask questions
- Offer solutions to problems
- Keep members focused during meeting
- Remind time keeper about time (if necessary)
- Ask recorder to clarify or share notes (if necessary)