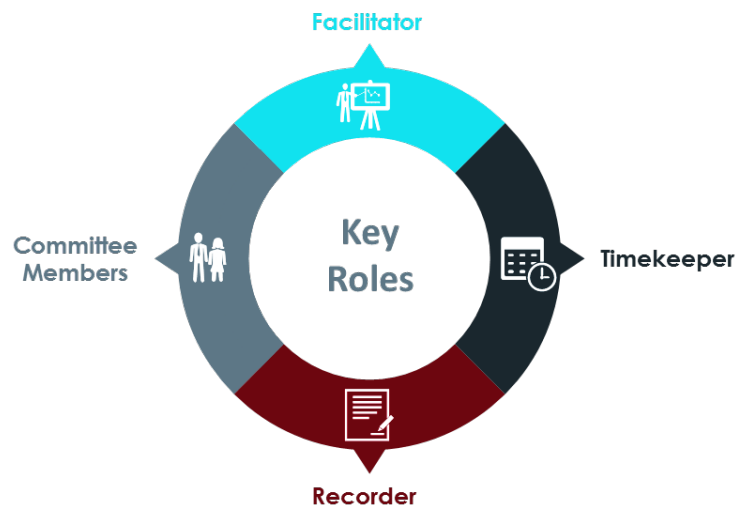


Running Effective Labor-Management Committee Meetings

Facilitator Responsibilities

1. Manage the Agenda
 - a. Follow agenda items in order. You can be flexible when participants suggest an alternate process and the majority agree to it. If your process doesn't seem to be working, take a break and come up with a revised process.
 - b. Keep the discussion focused on the topic.
 - c. "Park" off-topic issues for a later discussion.
 - d. Periodically summarize the discussion to help give members perspective.
 - e. Bring the discussion to a close.
 - f. Help the recorder capture important points.
 - g. Be clear with the group when you are facilitating and when you are contributing as a group member.



2. Manage Conversational Traffic

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

Timekeeper Responsibilities:

1. Keep track of time following limits set in the agenda.
2. Give regular updates to the group so they are aware how much time has been spent and how much time is left on a specific agenda item.

Recorder Responsibilities:

1. Record the committee's ideas, decisions, actions, and other details of the meeting.
2. Take handwritten notes, use easel pad, or record notes using laptop or other technology.
3. Stop the conversation for clarity or to catch up (if necessary).
4. Record:
 - a. Agenda items
 - b. Main discussion points mentioned by idea, not by specific name
 - c. Action items (who, what, when, etc.)
 - d. Brief description of decisions made

Committee Member Responsibilities:

1. Participate fully.
2. Ask questions.
3. Offer solutions to problems.
4. Keep members focused during meeting.
5. Remind timekeeper about time (if necessary).
6. Ask recorder to clarify or share notes (if necessary).

