

Local council representative

Local council representative

You are the Chair of the meeting. It is your duty to remind all members of the need to comply with the conditions of the grant when presenting their ideas. You also need to manage the meeting, ensuring that everyone has an equal and fair opportunity to present their ideas and respond to the ideas of others. It will be your responsibility to draw together the final outcome ensuring there is a consensus of agreement.

Before the meeting, think about:

- How you will structure the meeting?
- How to manage disagreement and any dispute?
- How to formulate an agreed proposal?