The Federation of Catholic School Parent Communities

**Tips for Effective Meetings**

**TROUBLESHOOTING**

- **When the discussion moves away from the main topic**
  
  The Chairperson can put up a question that is relevant to the main topic.

- **When there is uneven discussion**
  
  The Chairperson should suggest that some members who haven’t spoken give their opinions.

- **When statements made are obviously wrong**
  
  The member can be asked for facts to support the statement.

- **When discussion is too rapid**
  
  When some members are better informed not all members can grasp the weight of statements being made. The leader should interrupt, ask for clearer comments or more detailed facts, or make a summary.

- **When discussion is embarrassing**
  
  The Chairperson should not allow them to continue, and they must be particularly careful to maintain a neutral attitude.
➢ **When there is lack of interest**

The chairperson should be prepared to introduce a related theme to encourage a more active response. Use questions that members can answer because of a specialised knowledge or interest, or a question that will spark interest.

➢ **When the discussion gets out of control**

The chairperson can suggest the topic be left for the time being, ask a clarifying question, make a summary or take a short break.