

Meeting Facilitator Guidelines – Queer Rising, New York City

In advance of meetings:

- Solicits agenda items
- Consults group
- Prepares agenda and discussion goals

During meetings:

- Plays neutral, avoids sharing personal opinions with group
- Frames meeting and topics
- Keeps group on task, focused on agenda items
- Centralizes, reiterates, repeats and reminds group of agenda topic
- Helps group find consensus/agreement
- At end of each agenda item: recaps, articulates next steps
- Adheres to time limits
- Makes sure everybody's voice is heard
 - Helps people step forward, step back
 - Can deviate from stack list so that same people do not speak all the time
- Votes last
- Works to establish and maintain safe space
 - Keeps focus on issues
 - Does not allow personal attacks
 - Interrupts disruption
 - Reads temperature of room, vibe-meter (even though this is also a separate role)
 - Gets egos out of the way, keeps eye on big picture

Qualities:

- Facilitator is direct
- Acknowledges contributions
- Is not dismissive
- Tries to keep things light and funny at tense moments
- Facilitates fun