**Meeting roles**

**Chairperson (or Chair)** - The person who leads the meeting. The Chair makes sure everyone has a chance to contribute and is making sure the discussion is staying on track with the agenda. They are also keeping track of time and moving the discussion along as necessary.

**Co-chair/ vice chair -** The person who may be appointed to share chairing responsibilities with the Chair. There will not always be a Co-chair required.

**Minute taker -** The person appointed to take minutes (detailed notes) during the meeting.

**Treasurer -** The treasurer is responsible for managing the finances of the organisation/ program or event. They will often report on the financials at the meeting.

**Board -** A Board is a group of people who supervise an organisation, determine the policy, and makes high-level decisions on the strategic and financial direction of the organisation.

**Board member -** A Board member is someone who is a part of the board. It is referred to as ‘sitting’ on a board.

**Board secretary -** The Board secretary is responsible for documenting and organising board meetings including distributing agendas and ensuring the minutes are being recorded. The Board secretary may also usually be an Executive Assistant.