

New Committee and Board Chair Online Orientation

Week 7: Tips to Enhance Virtual Meetings



Virtual meetings are the primary way ASHA committees, boards and councils conduct their business. It is important for Chairs to understand how to have effective virtual meetings. The following information can help guide Chairs to have successful online meetings.

- Civility and respect must be the norm of the group for all types of meetings including virtual.
- Consider shorter calls over longer periods of time (3 days or 5 days).
- Consider time zones for determining the start and end times for virtual meetings.
- Prepare shorter, timed agendas to avoid fatigue and ensure enough time for all agenda items.
- Plan more breaks in agendas.
- Share the agenda ahead of the meeting.
- Plan a welcome and check in to get participants comfortable with one another.
- Plan short fun, quick activities for lengthy meetings (like trivia questions interspersed in the meeting).
- Report out presentations should be given as pre-meeting material. Save the online meeting for collaborative discussion.
- Have a practice session with the Ex Officio before the meeting to make sure you understand the functionality of the platform and discuss how presentations will be managed (the Ex Officio will forward slides or the agenda owner).
- Give people different tasks in the meeting, rotated regularly. For instance someone manage the Zoom chat box, someone else be the timekeeper.
- For larger meetings mute everyone and show people how to raise their hands virtually. Unmute when they are called upon.
- Use video and ask that others do so as well so everyone stays engaged.
- Ban multitasking to ensure everyone stays present.
- Use Zoom breakout rooms for small group discussion.

- As chair, you should feel empowered to call on people to make sure everyone is engaged and feels heard.
- Use polls and pose questions to encourage engagement.
- Have a backup technology plan should technology fail. (Call in on your phone if you lose your internet).
- Print the audio phone number for the virtual meeting and any presentations and handouts to allow the meeting to continue if you lose your internet.