## Handout: Variations

Here is a list of additional roles you may want to add when managing a large meeting:

* An extra minutes taker for better accuracy
* A person to distribute all the materials related to the meeting
* A person to greet attendees
* A person to run the audio and visual equipment
* A person to manage the hospitality aspect of your meeting
* A co-chairperson
* A person managing the presentations

j0366106[1]In small meetings, you can assume multiple roles.