Leading Effective Board Meetings

BEFORE MEETING:

♦ Why have meeting?
  (decision-making, problem-solving, planning, evaluation)
♦ What are desired outcomes?
♦ Who is responsible for each item?
♦ Confirm environment and equipment
♦ Room arrangement
  ◇ To give information → Auditorium style
  ◇ To get participation → Circle
  ◇ Combination → Horseshoe
♦ Prepare Agenda
  ◇ Considerations
    • All items relate to mandate?
    • Are items for action?
    • Agenda clear?
    • Location on agenda?
  ◇ Specifics
    • Start and end time for meeting
    • Start and end time for each item?
    • Require business items (motions) be submitted in advance
    • Assign tasks
♦ Distribute meeting packet
♦ Distribute agenda in advance
♦ Ensure everyone on agenda knows role
DURING MEETING:
♦ Call to order on time
♦ Stay focused using agenda
♦ Focus on substance, not form
♦ End meeting/each item on time
♦ Use unanimous consent, when possible
♦ Use consent agenda, if possible
♦ Encourage participation/equalize participation
  ◊ Prompt comments, if necessary
♦ Control interruptions and digressions
  ◊ “Park” digressions
  ◊ “Deflate windbags”
  ◊ Clarify and rephrase
♦ Manage conflict
♦ Ensure decisions/assignments clear
♦ More formal procedure if larger group (12+)
♦ More formal procedure depending on controversy/importance
♦ Close the meeting on time
♦ Close the meeting positively

PROBLEM AREAS:
♦ Rambling member (“park digressions”)
♦ Dominating member (“deflate windbags”)
♦ Argumentative member
♦ Discouraging member
♦ Argument between two members
♦ Side conversations
♦ Non-participating member