Best Practices for Good Meetings

1. Avoid boring members to death
   a. President must be involved in planning meetings and is responsible for running the meeting
      i. Vice President runs the meeting in the President’s absence
   b. Each member should inform, engage, inspire, and insure adherence to board responsibilities
   c. Use consent agenda – bundle together things that require board consent, but not discussion i.e. approval of contracts or purchases, amendments, approval of minutes, bylaws etc.

2. Add fun and significance
   a. Tell stories
   b. Perception becomes your truth
   c. Make committee reports less routine

3. Understand what board members want out of meetings
   a. Build time for dialogue
   b. High functioning committees
   c. Develop specific objectives for each meeting
   d. Think about theme meetings
   e. Compose a specific timed agenda for each meeting and distribute
   f. Make personal board/committee assignments

4. Assess the effectiveness of each meeting – a post mortem
   a. What could we eliminate?
   b. What did you like?
   c. Were you satisfied with today’s meeting?
   d. What additional agenda items should be included?

5. Reflect on value of the board meeting at the end of each one. Why? It’s a good opportunity for candid discussion, give people a chance to talk. Get into the habit of this so it doesn’t seem out of the ordinary when you need to discuss board meetings.

Meeting Agenda

- Share agenda two weeks in advance
- Place vision and mission statement at the top of it
- For a sample agenda, look at your bylaws or contact your liaison/consultant