



BOARD MEETING TIPS - BUILDING BOARDS PROGRAM

PRE-MEETING

- Prepare the Board Meeting Agenda in advance
- Distribute the agenda at least a week before the meeting, and send meeting reminder a week before
- The agenda should be detailed and strict, but include the “new business” section at the end of the meeting for items that are not in the agenda
- Include financial statements and reports, so your board will have enough time to review
 - Significantly reduces the time needed to present and review documents
- Start and end your meeting on time
 - Board members have packed schedules
- Provide food and beverages during the board meeting

DURING MEETING

- Make sure the meeting is strategic: plan to review one strategic goal during each board meeting
- Make sure that the meeting is mission-focused: connected to purposed and mandate
- Focused on task at hand
- Focus on the decisions, not updates unless necessary
 - Staff reports can be written – make it a habit to come prepared!
- Take board meeting minutes

POST MEETING

- Distribute notes as soon as possible highlighting action items and task owns
- Ideally within 24 hours of the meeting