

How to have effective Board meetings

President = Chairperson = President



Key roles of Chairperson

- Build teamwork within the Board
- Facilitate the meeting, making sure all items are covered efficiently and that everyone has the opportunity to be heard
- Focus the Board on matters of governance and strategy
- Ensure discussions are fair, open and thorough, as well as timely, orderly and relevant
- Follow the agenda



A good facilitator:

- Keeps the meeting on track and the agenda moving forward
- Helps resolve conflict without taking sides
- Draws out participation from everyone, giving space to all voices
- Provides structure to the work of the group
- Parks an issue if the group gets stuck



A poor facilitator:

- Gets emotionally attached to outcomes
- Takes sides on issues or with people
- Tells the group what to do
- Acts like the boss



**The President chairs the Board meetings.
A good Chair is a facilitator, not a controller.**

Teamwork

- Work together in a positive and respectful manner
- Work according to your Code of Conduct and Conflict of Interest policies
- Know your role so you can be an effective team member
- As a Board, build relationships — you are a team
- Help the Chair by being an active participant, contributing to discussions when necessary
- Allow space and encourage those who are quieter to voice an opinion

Ownership of agenda

- Ultimately the Chair does set and “own” the agenda but this should be developed with the Manager, and with invited input from the Board
- An agenda is a list of topics to be covered during a meeting
- Don't cram too much onto the agenda
- Prioritise the important issues to ensure they get proper attention and time
- Focus the agenda around the Strategic Plan

Set some group rules for how you want to operate as a Board

- Respect others in the room
- Allow for different personality types
- Be present and participate
- Everyone has the right to speak

