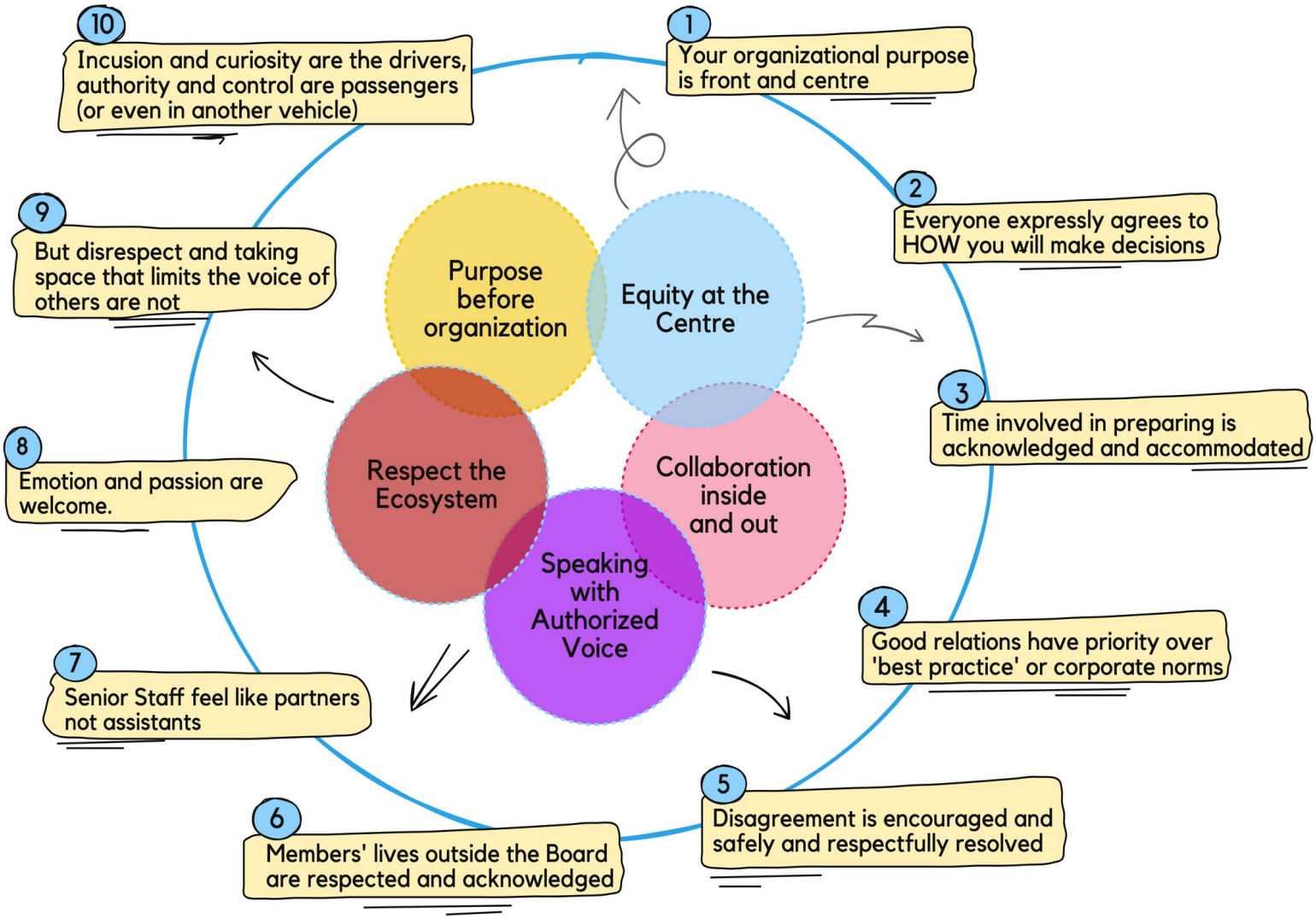
10 Key Elements of

Board Meetings

of a Purpose-Driven Board



Purpose-Driven Board Meetings How-Tos

#1
Create annual Board calendar
To allow for planning and ensuring important topics are covered throughout the year

#2
Chair and ED build each agenda together
To cover what needs to be decided, what could be discussed, and what information is needed

#3
Clarify what is decision, info or discussion
Include right on the agenda is about making a decision (include decision or motion), what is only to inform everyone, and what is generative (aka just for discussion)

#4
Provide facilitation training
Chairing and facilitation skills are not something people are born with! Make the training mandatory for all to demystify the role and not have it automatically fall to the most confident (privileged) person in the room.

#5
Prepare accessible materials in advance
Know the Board members and make sure they can access and understand materials they need to do their job and provide insightful thoughts

#6
Start and finish on time
Respect people's family and work committments

** IMPORTANT

#7
Begin with check-in
Giving people space to talk and share at the beginning allows them to focus and participate.

#8
Share a 'mission moment' at every meeting
Board members have committed to the purpose, tell them about the success and impact of the organization every time they gather.

#9
Make time at meetings for the discussion of long-term goals
Because the Staff need Board members to keep an eye on the horizon while they navigate the day-to-day.

#10
Share minutes/notes from the meeting asap
Because the [illegible] token!