Today’s Objectives
Consider ways to ensure chapter board meetings are:
- Strategic
- Focused
- Engaging
- Efficient
- Informative
- Productive
- Fun

Before the Meeting
Clarify Roles and Responsibilities
- Board Orientation
- Board Handbook
- Board Meeting Calendar
- Board Participation
- Board Agenda Setting
- Board Material Distribution
- Board Assessments
Board Orientation: What to Include

- Welcome and Introductions
- Governance & Management Structures, Responsibilities
- Membership Profile and Stats
- Strategic Plan
- Academy Bylaws, Policies & Budget
- Transparency vs. Confidentiality
- Conflict of Interest
- Decision Making Processes
- Board Meeting Expectations
- Board Mentors/Buddies

What is something successful your chapter has done to help orient new board members?
# Board Meeting Calendar

**Schedule:**
- Well in advance; annual calendar is best
- 60-90 minutes (phone); 2-4 hour increments (in person)
- Quarterly, bi-monthly

**You are meeting too often when:**
- Most of meeting spent receiving updates
- Going over the same ground
- People stop showing up
- Not prepared to make decisions

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# Board Participation & Engagement

- Structure your agenda into defined areas to ensure emphasis is on strategy: generative, strategic, operational
- Allow adequate time for consequential decision making (dialogue, deliberation, decision)
- Use consent agenda for reports and less controversial items
- Provide enough information in advance for knowledge-based decision making
- Assess post meeting (evaluation) how you did

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# Board Participation & Engagement

**Also keep in mind:**
- Framing a discussion vs. influencing conversation
- Establishing ground rules
- Allocation of ample time
- Identification of a symbol or tool that serves as indicator a conversation has gone from strategic to tactical … or ventured into sensitive territory
Board Agenda Setting

“A motion has been made and seconded that this be one of those meetings where nothing actually gets done.”

Board Meeting: Planning & Preparation

Expect a Few Hiccups
Focus on the Strategic Issues

- Distraction: Low Value, Low Urgency/Low Importance
- Crisis: Low Value, High Urgency/High Importance
- Strategic: High Value, High Urgency/High Importance

Agenda Structure & Time Allocation

Consent Agenda: No decisions required
- Meeting Minutes
- Committee Reports
- Staff Updates
- Financial Reports
- Performance Dashboard
- Fiduciary Board obligated items
- Governmental Actions
- Financial Requirements
- Nominations & Appointments
- Governance Issues
- Strategic Decisions/Action Items
  - Generally well-framed
  - May be crisis or contentious
  - Issues regarding the Strategic Plan and Corporate Objectives
  - Issues challenging the core of the association or profession

Generative: Unframed, Unframed & Trend Seeking, Limited Boundaries, Directional, not Decisional, Environmental Scanning
Use Cues & Prompts

New & Expanding Program Requests

Program Overview
Title
New or Expanding (+$10,000 or 10% increase)
Description
Objectives
Link to Strategic Plan
Timeline/Project Milestones
Deliverable
Weeks Required

Financial Implications
Estimated Revenues
Estimated Expenses
Estimated Net Income (loss)

Volunteer/Staffing Requirements
Estimated Total Staff Hours
Estimated Volunteer Hours

Risks vs. Rewards
**Decision-Making Process**

First, *dialogue* to inform and understand
- Ensure common understanding of information, knowledge
- Promotes thoughtful consideration and inquiry
- Surfaces beliefs, assumptions, values view of an issue
- Opportunity to qualifying comments as I think, I know, I feel

Then, use deliberation to evaluate and decide
- Persuade, to advocate or to enlist
- Justify a position
- Come to conclusion; consensus if possible

Once complete, decision can be made (vote)
Board Material Distribution

- Send meeting reminder (4 weeks out)
- Send/post meeting agenda, materials (7-10 days out)
- Invite comments, questions, feedback (2 days out)
  - Summarize, share comments with presenter
  - Post comments, questions, feedback at meeting
- Follow up with short meeting satisfaction survey
- Offer periodic “check in” calls with Exec and President

Communication to Members

Communication to Stakeholders
How do you communicate the work of your chapter board to members and other key stakeholders?

Oh, And Don’t Forget to Have Fun!

Questions?
Comments?
Concerns?