

# Running Effective Board Meetings

**The Board meets for three reasons:**

1. Fiduciary responsibility and oversight (review club bylaws)
2. Actions and authorizations requiring approval (review club bylaws)
3. Strategic direction (staying true to our strategic plan)

**The Board is NOT a committee.** It's imperative to distinguish between the two. A committee does the legwork, reviews actions and proposes recommendations. In essence, the committee prepares the board to make decisions and pass policy issues for the club.

**Board decisions/resolutions need to be prepared prior to the board meeting.** This is one way to prevent the board from acting as a committee. Committees should meet before the board meeting to draft resolutions and issues that need to be decided on at the board meeting.

## Meeting Ground Rules

- Begin on time and end on time
- Have a timed agenda
- No multi-tasking during meetings (checking email, messages, websites, etc.)
- One person speaks at a time and everyone listens. Raise hand to speak. President determines order.
- Respect for all questions, answers and points of view

## SAMPLE AGENDA

**Begin on time**

**Welcome**

**Consent Agenda** (only for items where there is mutual agreement by all members)

- a) Minutes of prior meeting
- b) Financial report
- c) Project status report
- d) Club President's report (optional)

**Follow-up on previous action items, including:**

- Praise for achieving the desired results. Possible question: "What did you gain from...?"
- Correction when results were not achieved. Possible question: "What stood in the way...?"
- Approval of Minutes from previous meeting.

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## Committee Chair Reports

- Review action items
- Find out what's needed.
- Get a clear WHO, WHAT and WHEN for each item.
- Commitments to follow-through.

## Board Actions and Authorizations

- Committees should meet before the board meeting to draft resolutions and issues that need to be decided on at the board meeting.

## Next Steps

- Make a clear WHO, WHAT and WHEN to take action on each item.
- Allow the other person freedom to create his/her own steps.
- Re-confirm the date and time for next meeting.

End on time or early.

## Voting Process:

1. One or more Directors feel that an item requires Board decision.
2. The President asks "Do I have a motion?" to present the item to be decided upon.
3. A member states the decision with a motion. For example, "I move that we approved the budget" or "I move that we add another section to the program" etc.
4. The President asks "Do I have a second?" If there is no second, the motion dies and no decision is taken. If there is a second, the item is opened and the President asks, "Is there any discussion?"
5. After discussion, if any, the President seeks a ruling from the Board stating "All in favor of approving the budget say Aye.", "All opposed?", "Abstained?" and decisions are tallied.
6. The President then summarizes if the decision was approved or rejected by stating "So moved." Or "motion denied".