



How to Run a Board Meeting

Rotary District 5280
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Leadership & Communication

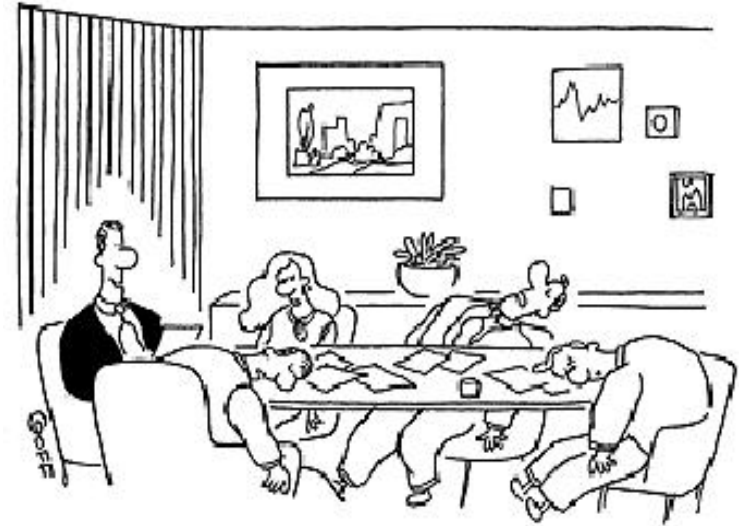
- ▶ Communication is a big part of leadership
- ▶ Build confidence and build teams
- ▶ Find leaders – one on one
- ▶ Empower your chairs
- ▶ Learn communication styles
- ▶ *Upcoming Training Sessions*
 - *Be engaged*
 - *Feedback*



Why Do Meetings Fail?

- ▶ Lack of leadership
- ▶ Lack of preparation
 - Huge!
- ▶ Time not managed
- ▶ Badly designed or no agenda
- ▶ Unsatisfactory venue

Can these be overcome?



"At last we've reached a consensus!
This meeting is boring!"

How to Prepare for Successful Board Meetings

- ▶ Know that everyone is busy – be proactive
- ▶ Calendarize your Board Meetings



Virtual Board Meetings

- ▶ Options
 - Zoom
 - Google Hangout
 - “Go to Meeting”

How to Securely Host a Virtual Meeting

ZOOM

- Require a Password
- Require authentication
- Require Registration
- <https://blog.zoom.us/use-zoom-to-securely-host-virtual-board-meeting/>

How to Securely Host a Virtual Meeting

ZOOM

- Rotary Global Rewards:
 - Offers 20% discount
 - \$120/yr
- 

Running the Meeting

- ▶ Control
 - How?
 - Who?
- ▶ Chairperson
 - Who is that?
 - You, the Club President
- ▶ Easy right?
 - Gulp!!!



How to Prepare for Your Board Meeting

- ▶ Structure
- ▶ Agenda
- ▶ Effective Committees
- ▶ Build teamwork
- ▶ Assign Tasks and Duties
- ▶ Stay on Topic



Governor Bette's Guidance of the 3 P's

- ▶ Plan, Prepare & Practice
- ▶ Prepare the Agenda
- ▶ Send it out in advance of the Board Meeting
- ▶ Announce during your club meeting (week before)
- ▶ Reminder (in writing) to all board members
 - Email or text: meeting date and time



Send Minutes Out Ahead

- ▶ Important documents – what should they contain?
 - Date and start time of meeting
 - Attendance
 - Approval of minutes from previous minutes or corrections
 - Follow the Agenda with items and make notes
 - Record of motions
 - Votes on motions, proposals
 - Commitments
 - Action Items
 - Adjournment
 - Proposed and 2nd and by whom, time of adjournment
 - Date, time, place of next meeting
 - Submitted by – name & signature



How to Run Successful Board Meetings

- ▶ Be prompt
- ▶ Call to Order
- ▶ Roll Call
- ▶ Make sure you have a Quorum



Parliamentary Procedure

A code of ethics

to be followed by individuals in a group or
entity to conduct business meetings

What Is A Quorum?

- ▶ Should be noted in your by-laws
 - *“the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid”.*
 - Should be as large a number of members as can reasonably be depended on to be present at any meeting,
 - *Except in very bad weather or other exceptionally unfavorable conditions.”*
 - Know this before your meeting
 - Affects decisions to be made
 - Why?



How to Run Successful Board Meetings

- ▶ Quorum
- ▶ Approve Agenda
- ▶ Approve the Minutes (from the prior meeting)



How to Run Successful Board Meetings

- ▶ Minutes (from the prior meeting)
- ▶ Reports



Club Board Member Reports

- ▶ Treasurer – financial reports, monthly P&L,
bank balances, etc.
- ▶ Committee Reports
 - Community
 - Vocational
 - Youth
 - International



Board Business

- ▶ Old Business - a continued conversation
 - Ongoing business at hand
 - Official business talked about in a previous meeting
- Examples:
 - Grants in process
 - An upcoming event like a Fundraiser



The icing on the cake!

► New Business

◦ Examples:

- Proposing a new member
- Planning for the Governor's visit



Questions, Comments and Close

- ▶ OPEN for commentary and questions
 - Examples:
 - Adding an agenda item for NEXT meeting
 - Proposals
 - Kudos
 - Questions



Adjourn the Meeting

- ▶ Call the meeting to close –
- ▶ Secretary records the official time adjourned



TIPS

- ▶ Tip #1
- ▶ Brainstorming is not a Board Activity



TIPS

- ▶ #2: Separate complex issues



TIPS: How to take complex issues and separate from the board meeting

- ▶ If there are subjects or issues that require a lot of research, ideation or discussion-



TIPS: How to take complex issues and separate from the board meeting

- ▶ If there are subjects or issues that require a lot of research, ideation or discussion-
- ▶ form a subcommittee and
- ▶ agendize next time



TIPS:

- ▶ #3: Manage and Make Decisions



TIPS:

▶ #3: Manage and Make Decisions

The Board's function is to Govern and Manage the decision-making
The rest happens outside of the board



TIPS: Manage and Make Decisions

- ▶ Identify the Issues
- ▶ Identify a plan to address the issue
- ▶ The analysis can be done later



TIPS: Manage and Make Decisions

- ▶ Two questions that lead the way



TIPS: Manage and Make Decisions

- ▶ 1. Where are we going?



TIPS: Manage and Make Decisions

- ▶ 2. How do we get there?



TIPS: Manage and Make Decisions

- ▶ It all depends.

TIPS: Manage and Make Decisions

- ▶ Share the load.
- ▶ Delegate to people who will do the work.



TIPS: Manage and Make Decisions

- ▶ Do your homework
- ▶ Engage a trustworthy member to followup
- ▶ Rely on fair practices
- ▶ Remember the 4-way test



TIPS: Complex Situations Require Support

- ▶ Identify the Issues
- ▶ Identify a plan to address the issue
- ▶ The analysis can be done later



TIPS: Manage and Make Decisions

- ▶ Remember and USE the 4-way test
 - Is it the Truth?
 - Is it Fair to all concerned?
 - Will it build goodwill and better friendships
 - Will it be fair to all concerned?



Major Points

- ▶ Make sure YOU understand
 - Your role
 - Board members roles
 - Expectations for you
 - For the Board
- ▶ How to do this?
 - District Assembly
 - Read Presidents Manual
 - Distribute the Board Members Manuals
 - Ask questions
 - Senior members in Club
 - District support
 - Other Presidents



Board Criteria

- ▶ Strongly advised !
 - 2 separate Boards:
 - Club
 - Foundation
- ▶ Basic tenet of a 501c3
 - Needs to be a separate, stand-alone entity
 - No cross-over between Boards
 - Necessary to avoid jeopardizing exempt status
- ▶ Contact your tax advisor for more information



Selection of Team

► Club Board Members

- Depends on your By-Laws how many/positions and criteria
- RI minimum Club Board
 - President – Chair
 - Vice Chair- stands in if President is absent
 - President Elect
 - Immediate Past president
 - Secretary
- Other positions may include
 - Treasurer
 - Sergeant at Arms (sometimes a board position)
 - Directors (varies by club)



Board Members continued.....

- ▶ Select wisely
 - Dynamic board
 - Individuals - variety of personalities, strengths, backgrounds
- ▶ Set clear expectations
- ▶ Orientation
 - Review expectations, role with each board member
- ▶ Rotate – why?
 - My position – no-one else can do this
 - New leadership brings fresh ideas



Board Members continued.....

► Secretary

- Need a person who is reliable, can write, spell, take detailed notes
- Understands what the Club Secretary does
 - Not the one PRIP Cliff Dochtermann says
 - “I wonder just what the Club Secretary DOES do?”
- Why are meeting minutes critical?
 - Record of meetings
 - Important decisions, including financial
 - Motions
 - Votes (yes even the unanimous ones)



Board Members continued.....

- ▶ Treasurer – critical position
 - Someone who understands finances
 - Can prepare AND explain reports!
 - Know where your records are
 - Understands reporting requirements
 - IRS, State, Federal
 - Checks and balances in place
 - Signatures on checks
 - Require two



Practice For The Meeting

► How?

- Read and understand Club Constitution
- Read Club by-laws
 - Get a good understanding of the contents
- Read Robert's Rules of Order
 - At least know bare minimums
- Read and check agenda
- Read the minutes
- Take all with you to meeting
- Know what constitutes a Quorum



Posting of Minutes

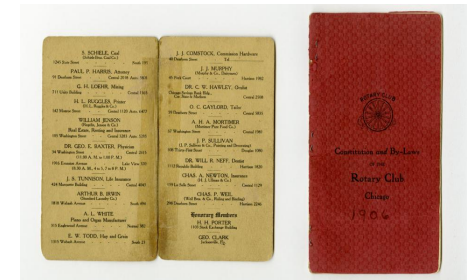
▶ RI Requirements:

- Board Meetings
 - Written minutes should be provided for all board meetings.
 - Such minutes should be available to all members within 60 days of said meeting.
- Who is complying with this?
- How are you complying?
 - Printed copies?
 - Website?



All important documents

- ▶ What documents should you have at each meeting?
 - Club Constitution and By-Laws
 - Why?
 - Questions re: policies and procedures
- ▶ Club Constitution
 - Standard document from RI
 - RI reviews every three years
- ▶ Cheat sheet
 - Roberts Rules of Order



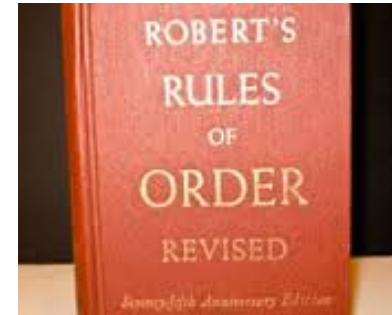
All Important Documents

▶ Club By-Laws

- Supplement to the Standard Rotary Club Constitution
- Contains common practices and processes of your club
- Update to reflect the current practices of your club
- Changes must not conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution, and the Rotary Code of Policies.

Robert's Rules of Order

- ▶ What are these?
 - Accepted Parliamentary rules
 - Short title of a book, written by Henry Martyn Robert
 - Intended to be a guide for conducting meetings and making decisions as a group
 - Don't have to be overly formal
 - Having basic knowledge, how to make a motion, call for the question – very helpful



Do's



- ▶ Start meeting on time
- ▶ Introductions (if some are new)
- ▶ Lead meeting as Chair – maintain control
- ▶ Send out Agenda and attachments in advance
- ▶ Make preparation mandatory – how?
 - Ask Board members to read, print, bring materials- why?
- ▶ Start with routine items
- ▶ Make sure all are engaged in the meeting
 - Board member not participating – ask opinion

Do's

- ▶ Check technology at the door
 - Exception – Secretary taking minutes
 - Cell phones off
- ▶ Close by giving brief summary
 - Next steps
 - How to be engaged, useful until next Board Meeting
 - Thank your Board members – why?
 - Recognition
 - Giving up their time
- ▶ Always make sure next meeting is set
 - Schedule for whole year?



Remember!!!!

- ▶ Board members are volunteers!
- ▶ Poorly run meetings are a waste of everyone's time!



Don'ts

- ▶ Lecture the Board
 - Adults, Volunteers
- ▶ Fail to provide clear, concise financial information
- ▶ Let the committee chairs just recite reports
- ▶ Use a board meeting as a brainstorming session
 - What does this mean? If complex issue arises, establish committee or agenda for next time
- ▶ Allow board members to chat about irrelevant matters
 - Why? What happens?
 - Derail the flow



Find Time for Fun

- ▶ Board involvement shouldn't always feel like WORK!!
- ▶ What can you do?
 - Add in some fun, keep members energized!
 - Celebrate – successful events
 - Birthdays
 - Other ideas?
- ▶ End of your year
 - Small tokens of thanks



Above All Else

- ▶ Take time at the end of the meeting to say “thank you” to your board members
 - You can’t do this without them!

Future training opportunities

- ▶ Upcoming:
 - Building New Clubs - Membership Growth
 - Communication Styles
 - Rotary 101
- ▶ Suggestions
- ▶ Survey



District 5280 Training Resources- Post Meeting

25
Jul
2020



Running a Successful Board Meeting Workshop

📅 Jul 25, 2020 10:00 AM

[*optional text link registration or info >*](#)

15
Aug
2020



Future Leaders Workshop

📅 Aug 15, 2020

District 5280 Training Resources- Post Meeting

Search

Member Login

Rotary
District 5280



About Rotary ▾

Our District ▾

Our Clubs ▾

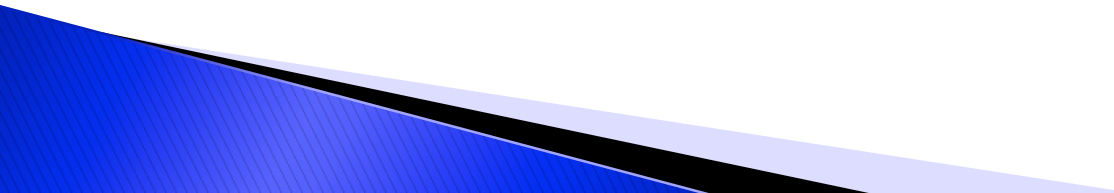
Our Services ▾

Membership

Foundation ▾

Contact

DISTRICT TRAINING RESOURCES



You will be great this year!

Be on the lookout for:

Email and survey questionnaire

And...

Please respond! Let us understand how we can improve

