

BOARD MEETING TIPS

10 Commandments of Good Board Meetings

Your board of director or executive committee meetings are different from your general membership meetings. The board meetings are an in-depth review session designed to analyze where you've been, where you are and where you are going. They are extremely important to you as president because they give you a chance to regroup your team and get it headed in the same direction. The results of how well you build and prepare your team at the board meetings will be noticed at the following membership meeting. If the membership views the women they elected to lead them as unified, efficient and motivated, they will support and stand behind your decisions.

1. **PREPARE AN AGENDA.**
Prepare yourself for the meeting. Have an agenda for everyone. Mail them out in advance if possible.
2. **HAVE REPORTS FROM EACH BOARD MEMBER.**
Call each board member ahead of time. Let them know what you expect from them and ask what they are planning. Participation by all stimulates unity. Be sure their reports are prepared ahead of time.
3. **KEEP IT SHORT.**
Respect the time of your board members. Transact all business quickly and efficiently. Have brainstorming and creative sessions at the end of the agenda. Don't let them ramble. You are having a board meeting, not a committee meeting, so don't waste time doing committee work.
4. **REVIEW NEXT MEMBERSHIP MEETING.**
Bring along a draft agenda for the next membership meeting. Ask each of your board members what to include under their areas. Find out what reports are expected. Are there any guest speakers or state officers coming? If so, who takes care of them? If not, do you want to invite any? What major items of business are going to be transacted? Have you included all unfinished business from last meeting? Look at your calendar for the year and make sure all upcoming items are included under new business.
5. **REVIEW YEAR OF PLANNED ACTION.**
Where are you in relation to where you planned to be? How do new projects affect your Plan of Action? Are you on track with membership goals and socials?
6. **REVIEW YOUR NEWEST MEMBERS.**
Ask your membership vice president to give the board a quick overview of your newest members--who they are, what they want to do, why they joined, etc.
7. **REVIEW MEMBERS WHO ARE UP FOR RENEWAL NEXT QUARTER.**
Discuss who is likely to renew and who is not. Decide who is going to contact those members and collect their dues.

8. **PLAN FOR TEAM DYNAMICS.**
These are your chapter leaders - give them the tools to be the best leaders possible. It will help each of you understand your leadership styles and how you can work together more efficiently and with more understanding. Take advantage of any training during the year offered by the district or state.
9. **HAVE CREATIVE TIME.**
Allow time at the end of the agenda for creating new ideas, approaches and solutions.
10. **SWITCH BOARD MEETING LOCATIONS PERIODICALLY.**
How about a cookout or meeting at a camp or in a park...use your imagination. These women are very special to you; make the meeting a little more interesting to them.

SAMPLE BOARD AGENDA

- I. Call to Order
- II. Introduction of Guests
- III. Approval of Agenda
- IV. Officer's Reports
 - A. Secretary
 - 1. Review of minutes of previous meeting
 - 2. Correspondence
 - B. Treasurer
 - 1. Financial report (income & disbursements)
 - 2. Upcoming expenditures
 - 3. Budget issues
 - C. External Vice President
 - 1. Status of programming areas/projects
 - 2. Concerns
 - D. Internal Vice President
 - 1. Status of programming areas/projects
 - 2. Update on certifications, competitions
 - 3. Concerns
 - E. Membership Vice President
 - 1. Renewals/Retention
 - 2. New members: orientation, activation
 - 3. Upcoming m-nights and socials
 - 4. Concerns
 - F. Parliamentarian
 - 1. Bylaw and policy proposals or concerns
 - G. State Delegate
 - 1. Reports on district/area/state meetings
 - 2. Visitation schedule
 - H. President
 - 1. Chapter progress report, strengths, concerns
 - 2. Awards
- V. Next General Meeting
 - A. Review draft agenda
 - B. Plan program (speaker, forum, etc.)
 - C. Reminder calls
 - D. Discuss new business items
- VI. Open Forum (opportunity to discuss or brainstorm)
- VII. Adjourn

BOARD RESPONSIBILITIES

- The board may meet once a month for the purpose of conducting official business and to review all matters to come before the membership. Board meetings should be open to all members of the organization, except upon special request of any member or for a special matter as deemed necessary by the president.
- Evaluate project proposals before they are submitted to the membership at a general meeting.
- Review any constitution and by-law changes before submitting them to the membership.
- Recommend chapter policies for the approval of the general membership.
- Present a forum for the purpose of orientation and training the membership. This could be at a general orientation and/or a new member orientation. It would include an overview of the Women of Today organization, officer duties, chain of command, and proposed projects and activities.
- Report to the membership any correspondence that any member of the board circulates.
- For the purpose of leadership training, a chapter can decide that it will be the responsibility of each member of the board (with the exception of the past president) to conduct one board meeting as assigned by the president.
- Formulate the year's plan of action and budget for approval of the general membership.
- Welcome all visitors and guests to the board meetings and the regular membership meetings. Always be aware of protocol.
- Always remember - we are an organization of cooperation, not competition!
- **SUGGESTED PROTOCOL** - Good manners and common sense are generally adequate when conducting general membership meetings. However, the following suggestions may need to be reviewed:
 1. PLEASE BE PROMPT!
 2. Remain quiet when others are speaking.
 3. Stand when giving reports - speak to the whole group.
 4. Address your comments to the chair and the group, not to individuals.
 5. To make a motion, you must be recognized by the chair, then stand and state your motion.
 6. Remember to confine your comments to the motion under discussion.
 7. No committee work is allowed.