

## HOW TO IMPROVE YOUR BOARD MEETING

### Tools

- Start on time
- Keep discussion limited by focusing on one (or two) major issue(s), i.e.
  - Industry/community trends and needs
  - Outcomes
  - Evaluation
  - Strategy
  - Major governance issues
- Employ shorter agendas
- Use a consent agenda to make decisions on non-controversial items without discussion
- Use a dashboard or top line report of key indicators and limit discussion to action on the variances
- Use streamlined, written committee reports and eliminate one way communications - put all reports in writing
- Use framing papers to provide background on critical discussion items
- Have food & allow time to socialize after the meeting
- Use symbols, rituals or story to reinforce the mission
- Focus on policy-making instead of “one time” decision-making
- Use flip charts, mind maps, break-out groups, or other facilitative tools to improve discussion and decision making
- Invite outside experts to educate the board on issues of interest



### As a result, you'll find that:

- Time is used more efficiently
- Your focus shifts to substantive matters
- Directors stay engaged and enthusiastic
- Directors look forward to board meetings
- You have more time to devote to discussions about your mission and the impact of your work
- The Board begins to practice “strategic thinking”
- Your focus shifts from the past to the future