

Tips for an Effective Board Meeting

1. Begin/end meetings on time.
2. Routine actions are summarized on the agenda, so as not to take up time from the main items. This includes committee reports, event summaries, etc.
3. Agenda has timeframes attached to each item. This helps meetings run and end on schedule.
4. Agenda clearly distinguishes between items that require action, those listed for information, and those listed for discussion.
5. Adequate time is allotted for discussion of items of significance. This time is created by having non-discussion/informational items summarized on the agenda.
6. Distribute minutes of the prior meeting, and current meeting's agenda, at least 5 days prior to meeting.
7. Action items describe clearly what action is being asked of the Board, and includes necessary background information so an informed decision can be made.
8. Items not ready for approval by the Board are sent back to their working group/committee for rework, rather than derailing the meeting with a lengthy discussion/brainstorming session.
9. Agenda is approved by a vote at the start of a meeting.
10. Establish an annual "chart of work" that outlines the goals for the club, and provides structure against which to plan activities.
11. Establish an annual calendar for all board meetings, making adjustments (by vote) at the end of each meeting.