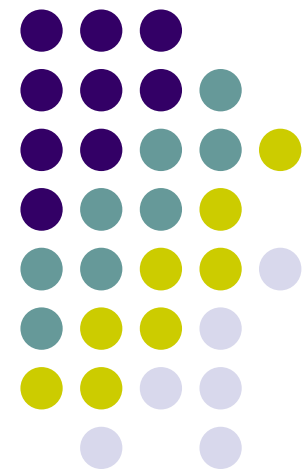


Running an Effective Board/Committee Meeting



Fall
Assembly
of States



Charlene Barbour, President/CEO, Management Concepts, Inc.

Member Input



Ask members to:

- **Write down three items they want to accomplish**
- **Give their idea of how it may be accomplished**
- **Indicate timeline they feel is needed to get results**
- **Make sure they have budget information before proceeding**

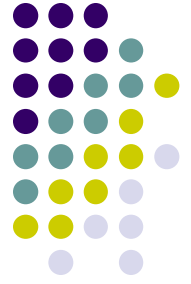
Effective Agenda Development



Develop a Productive and Effective Agenda

- **Items presented must be relative to function of Board/Committee agenda**
- **Allow ample time for solid input**

Most Common Challenges



Chairperson's greatest challenges:

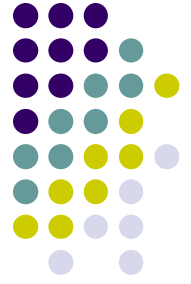
- **Chasing rabbits (continually straying from topic)**
- **Members who are not prepared**
- **Lack of knowledge of board or committee functions**
- **Lack of understanding of their assignment or task**
- **Board work done at committee meetings**
- **Committee meetings done at board meetings**

Encourage Group Participation



- **Set rules of engagement early on**
- **Allow no repeat discussion on any topic**
- **Conduct “board/committee training” to set benchmark for process of meeting management**
- **Chairperson will promote individual respect for each other’s comments**
- **Create excitement about projects, futures, and events for the members**
- **Ensure momentum is not lost and performance is enhanced by good leadership**

Staying On Task



Chairperson must keep the agenda on track

- **Plan ahead by sending agenda and back-up materials in advance**
- **Set time limits at beginning of each meeting**
- **Lay out any rules ahead of time**
- **Ensure all members understand the process of their meeting**
- **Limit committee structure to “smaller” numbers for more productive outcomes**

Attributes of a Good Leader



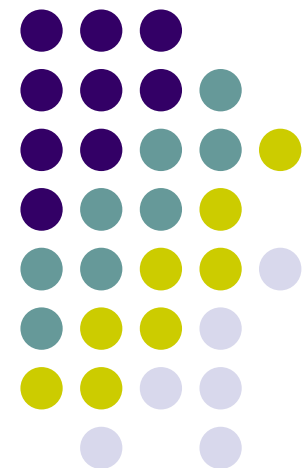
- **Spend time with people who are different; they offer new ideas**
- **Never take things personally**
- **Practice the 101 principle—find one percent you agree on in a difficult situation and give it 100% of your effort**
- **Be a servant leader - serving vs. Being served creates less conflict**
- **When differences are based in personal preference or taste, give in**

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