

BOARD MEETING SUCCESS

It is a fact of life that many Board members resign before they complete their terms. Others complete the term and leave. Often they leave not only the Board, but the church as well, never to return. More effective, positive meetings could lead to more Board members choosing to remain and share themselves with the church after their terms finish.

Board meeting success is dependent on:

- Thorough preparation.
- Meeting handouts to be prepared in a "user-friendly" fashion, delivered on time, and reviewed thoroughly by the members.
- The physical space should be comfortable, not intimidating, yet conducive to business.
- Every Board member taking responsibility for success:
 - Clear up questions ahead of time.
 - Come to the meeting as prepared as possible having read all handouts ahead of time.
 - Use the check-in time to put the day behind you and focus on your role as Trustee.
 - Stay focused on the business before the Board.
 - Speak concisely.
 - Maintain respect for others.
 - Follow established rules and agreements:
 - Be present at all meetings, on time, and ready for your work.
 - Be aware of the need for a united front and confidentiality in the context of the Board.
 - Have a working knowledge of the Bylaws and Robert's Rules of Order.
 - Begin and end on time
 - If discussion is not complete, table the issue until next meeting.
 - Stick to the agenda: if it isn't on the agenda, it should not be discussed.