

CONDUCTING A SECTION/DIVISION BOARD MEETING

The Section/Division Board meeting is an integral part of section/division success. During the board meeting important decisions are made relating to the activities of the section/division. Establishing a regular meeting time and date will help ensure board members attend. Most section/division board meetings will occur via conference calls. The Manager of Sections and Divisions can provide the Chair with call-in information for your meeting. Here is a suggested agenda for a typical board meeting,

1. Read the minutes of the previous board meeting. Have them approved or corrected.
2. Chair's report
3. Treasurer's report
4. Committee reports
5. Unfinished Business
6. New Business
7. Next meeting plans

* You might consider appointing a board member to serve as parliamentarian. This will ensure that the meeting follows the guidelines set forth in "Robert's Rules of Order."

TIPS FOR CONDUCTING A SUCCESSFUL BOARD MEETING

The way that a board meeting is run affects the success and actions of the section/division. It is essential that board members know what is expected of them and that they regularly attend these meetings. Some other tips for conducting a successful board meeting are as follows:

- Establish one set day as "Board Meeting Day." Have each board meeting on this set day at a set time. For example, the board will meet on the first Tuesday of every month at noon. This allows for the board members to plan the meetings into their schedule well in advance.
- Write an agenda showing who is responsible to present a report and how much time is allotted to him or her. E-mail, fax, or mail the agenda to board members at least 3-7 days in advance so that they may prepare. You might also consider including the previous meeting's minutes to be read in advance as well.
- Follow the agenda, start and end the meeting on time. If necessary, schedule a separate meeting to discuss a "hot" topic more in depth.
- Make sure that the secretary, or another board member in the secretary's absence, takes complete minutes. Do not allow him or her to trust the information to memory.
- Refer back to previous meeting minutes to refresh people's memory of commitments that they made.
- Make sure that a complete report of the section's/division's treasury is given. Utilize this information when planning events and/or programs.
- Let board members know that if they are frequently absent they will be removed from the board.