



Greetings,
Booshoo,
Tansi,
Bonjour!

Making Board Meetings Matter

Overview

A board only exists, in both a legal and functional sense, when it meets. Therefore, board meetings are the very center of governance. The way they are planned and conducted—in addition to the dynamics that emerge in them—significantly influences the quality of governance. Effective meetings and effective boards are one and the same. Building an effective board—and effective meetings—requires diligent effort over time.

After having completed this session you will have acquired a practical understanding of a new alternative meeting process which will help your organization navigate controversial issues fairly and effectively.

This three hour session is designed to provide the basics required for creating processes within boards that build positive group dynamics and promote the sharing of information and ideas.

You will leave this highly participatory session with an action plan to strengthen your board meetings. By attending this session you will also receive details to complete a free basic meeting assessment for your organization.

Learning Outcomes and Objectives

After Taking This Course You Will Have The Knowledge, Skill And Ability To:

- Understand the components of an effective and efficient meeting
- Describe the new meeting process to produce results while enjoying their role.
- How to build an efficient Agenda
- Understand the specific roles and qualities of the Chair and Board Member
- Manage Dialogues with full participation from those of diverse views
- Understand the various tools available for an effective and efficient meeting
- Assist your organization in strengthening its meetings.

Topics

Components of an Effective and Efficient Meeting
The New Meeting Process
An Efficient Agenda
Roles and Qualities of the Chair and Board Member
Managing Dialogues
Effective Meeting Process
Effective Meeting Management Tools
Strategies to Implement Meeting Processes
Case Studies

The Board Member's Toolkit

Techniques

Meeting Evaluation Dialogue

Tools

New Meeting Process

Templates

Agenda Template
Note Template

Who Should Take This Workshop

This three hour session is designed for anyone who volunteers on a not for profit Board of Directors such as new and veteran Board Executive, board member, committee members or works with a not for profit Board of Directors such as Executive Directors, management team members. This session will also be of interest to staff members and volunteers working closely with Boards.

Learning Facilitator

Helen Wythe is a Certified Professional Facilitator (CPF) designation through the International Association of Facilitators and a Certified Technology of Participation Facilitator (CTF) through ICA Associates. She is also a Certified One Smart World trainer and facilitator. Helen is qualified both through academic recognition and 'real world' experience.

What's Included

- Guaranteed Small Interactive Sessions
- Specialized Manual with detailed agendas, checklists, techniques, templates, and practical examples valued at \$50.00.
- A Personal Action Plan
- Spring Forward - We encourage you to implement your learning by providing a 15 and 30 day check-in to confirm your progress.
- One of Coaching Support
- Suggested Reading List
- Personalized Certificate of Completion
- We reinforce your learning by sending you Hints from Helen, a monthly refresher on various facilitation techniques.
- Snacks and Refreshments.

Length

This is a three hour session with 1 scheduled 15 minute nourishment break.

Course Registration Detail

- Your registration will be confirmed once payment is received.
- Participant course cancellation fee: \$50 per course.
- Participant rescheduling fee is \$25 [for each occurrence].
- Course fee is not refundable if Participant cancels within two weeks of the course.
- Participant substitutions may be made at anytime by calling or e-mailing our office.
- A confirmation letter will be mailed to you indicating workshop location, time, plus tips on how to get the most from your professional development workshop.

- Ask about our special rates – for multi-participation in one course, or several courses.

We reserve the right to reschedule our workshops due to low registrations.

** Your fees will be reimbursed or registration rescheduled at no charge to you.**