

Building the Board Meeting Agenda

To improve meeting productivity:

1. Relate specific agenda items to the larger goals of the Club. Ask what this has to do with achieving the Club's goals.
2. What are the two or three questions that must be addressed once an item is placed on the agenda? What information will the board need to answer those questions?
3. Is the board giving advice or approval?
4. Arrange the agenda to allow important issues to be addressed at the meeting.
5. Establish a consent agenda that includes routine actions requiring the board's approval. All items on the consent agenda are grouped together and require one motion to approve them. (A board member can ask to have an item removed from the consent agenda and added to the regular agenda.)
6. Mark agenda items that need a decision "Action Item."
7. Set time limits for each agenda item.
8. Committees should report only when they need guidance or action from the board or when they have completed an assignment. Written reports that serve as updates do not need to be presented aloud. They should be distributed with the agenda in advance of the meeting.

To help meetings run smoothly:

- Distribute agendas with supporting documents at least one week prior to the meeting.
- Insist that people come to the meetings prepared.
- Begin and end meetings on time.