



Running Awesome Board Meetings

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Master the Art of the Boardroom™

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**There is no
right way**

**“It is only natural for each of us to believe
that the system we use is the right one”
– Marjorie Puregger**

**Are your board
meetings
effective?**

**Why are effective board meetings
important?**

**What makes an effective board
meeting?**

How to we ensure that our
board meetings are
consistently effective?

**Think of your
board as a
strategic
competitive
advantage**

Power

Politics



Personalities

Understand why everyone is on the board.

Motivations

Understand key reasons each person is there

No “one” right answer

**Review your
constitution.
Ensure you are
familiar with it.**

Important for the chairperson.

Ask “Is this still relevant in our
organisation today?”

Board size

**7 is the magic
number**

A good Chair is important part of effective meetings

A skilled chairperson is an immense
asset to the board.

**Ensure you have
someone versed
in meeting
procedure**

*“If all members of a group are working
wholeheartedly together with the same
aims ... informality need not be
dangerous”*

– Marjorie Puregger

Board member Chronotypes.

What time of day are you holding
your board meetings?

Dashboards

To dashboard or not to dashboard,
that is the question?

Start on time!

Board Reviews

Board Health Check

Meeting Feedback & Evaluation

Meeting Feedback & Evaluation

Some example questions:

Please rate the effectiveness of the agenda and use of time per agenda item (scale Poor to Excellent)

Please rate performance of the chair in this meeting. (scale Poor to Excellent)

Did you feel that all board member were well prepared for this meeting? (yes, no - why not?)

Taking Minutes

How minutes can contribute to
meeting and board effectiveness

Use Agenda Templates

Agenda Structure

Clear

Concise

Not too deep

Agenda Structure

- Agenda Item 1
 - Agenda Sub Item 1
 - Sub Agenda Sub item
 - Sub sub agenda sub item 1
 - Sub sub agenda sub item 2

Time restrictions on Agenda items

Pre-determined by chair or
secretary

**Record and assign
Actions as you go.**

Then follow up!

Position Descriptions for Board Members

Share the chair

Frequency of Meetings

**Meeting packs
distributed well
in advance.**

Board members need time to review
and reflect on the information.

Informal social events for the board

**Feed your board
members**

Regular Governance Training

Leverage Technology



Our Cat Herder

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board administration is
all sorted.

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Questions?

