

# 5 Tips for an Effective Board Meeting Agenda



## 1. PRE-PLAN THE MEETING

Carefully think through the strategic flow of the meeting. Include items that were designated as unfinished business from the previous agenda and prioritize the agenda so that the board will address the most important issues first. Also put out the word to the attendees and ask if they have any items to add or suggestions for changes.



## 2. WRITE A WELL-PLANNED AGENDA

Start writing the agenda by deciding what the board needs to accomplish during the meeting. What are the goals and objectives they hope to achieve by the meeting's end? Most effective board meeting agendas have a similar format that includes a call to order, officer reports, unfinished business, new business and adjournment.



## 3. ENSURE THAT THE MEETING HAS A GOOD FACILITATOR

A skilled board chair or meeting facilitator will be able to stick to the agenda and not allow extra items to be added to it once the meeting has started. Board chairs should be familiar with Robert's Rules of Order, including the order and precedence of motions and how to handle them.



## 4. INVITE THE RIGHT PEOPLE

To be productive, it's important to get all the right people to the board meeting. This entails identifying the key decision-makers and stakeholders who need to be present. Confirm that key decision-makers will be able to be present.



## 5. FOLLOW UP AND FOLLOW THROUGH

How well one meeting ends can set the stage for how well the next meeting begins. As soon as possible after the meeting, and ideally within 24 hours, meeting facilitators should prepare a list of meeting notes and action items to send out to all attendees and follow up to remind them of action items they agreed to address prior to the next meeting.

### CONTACT YOUR ADVISOR TODAY

+1 866 966 4987

info@boardeffect.com

### UNITED STATES

111 W 33rd St.  
16th Floor  
New York, NY  
10120

### LONDON

1-3 Strand  
London  
WC2N 5EH,  
UK

### NEW ZEALAND

17 Birmingham Dr.  
Middleton  
Christchurch, 8024  
NZ