
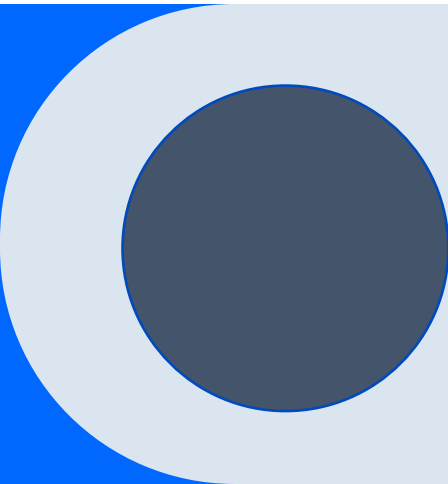




# Effective Board Meetings

Laura C. Gambino, MPA, CEcD, FRA



# Session Objectives/Key Takeaways

Introductions

History of Boards

Variations of Boards

Defining General Board Meeting Basics

7 Key Features of Effective Board Meetings

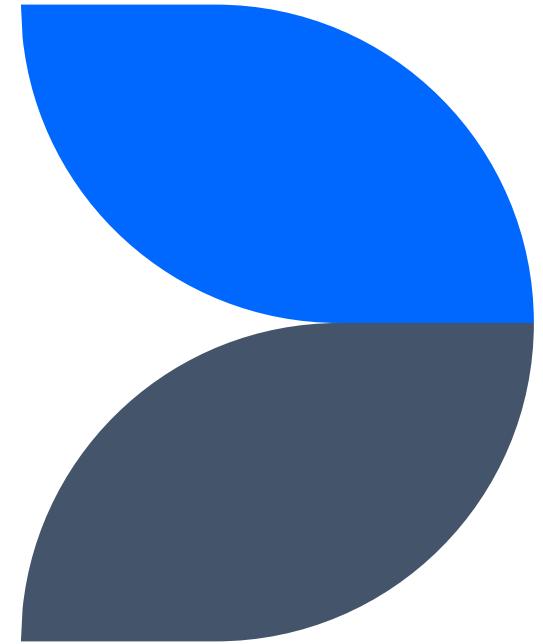
Summary

# Introduction

Board meetings are a place for discussion, debate and governance for any organization. The Board meeting should provide an opportunity for Board members to connect to the work of the organization and engage in action-oriented and strategically-driven work. It takes intentionally structured meetings to make this happen.

# Board Types

- \*Public/Government
- \*Private Corporation
- \*NonProfit – Charitable 501 c 3
- \*Not for Profit – 501 c 6
- \*Legislatively Mandated (Public)



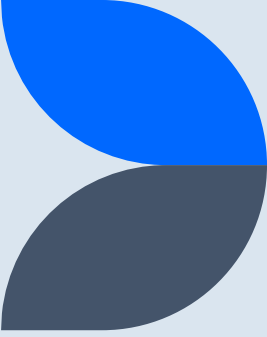
“

Every board is different. If you've  
seen one board, you've seen one  
board.

Unknown

”

# Board Meeting Basics



# Importance of Governance as Key Function of the Board

Fiduciary oversight  
Strategic oversight  
Generative insight



# 7 Key Features of Effective Board Meetings

#1 Pre-planning and Organization is critical – identify key topics, action items needing approval and outline expectations for the meeting

Meeting notices are sent Board members with appropriate amount of time for review and question formulation



# 7 Key Features

#2. Coordination between Chair and ED/CEO is critical for meeting success. Review agenda and establish the “flow” of the meeting.

Identify meeting moments that may be contentious or engaging; prepare for both scenarios.

Think and prepare for the “what-ifs” or “what-nots”

# 7 Key Features

#3. Be hyper-vigilant about Board Governance model. The board governance model is based on three functions: fiduciary, strategic and generative insight. Make sure there is a strategy as an agenda item at every meeting; this solidifies the message of staying strategic.

# 7 Key Features

#4. Coach the Board Chair on how to manage the meeting; understands the culture and group mindset; allows for time and information processing; exercises the Governance model throughout and encourages engagement by all Board members.

# 7 Key Features

#5. Healthy respect for timeliness of the meeting. The meetings remains focused and topic; strict adherence to timeliness while also understanding the importance of the agenda and time expectations. Understand the best way board members receive information and documents.

# 7 Key Features

#6. Create a “Positive” Board or Mission moment at every meeting.

Start meeting with lively or inspiring information or key data point to set the tone of positivity. Adjourn the meeting with a futuristic aspiration or strategic highlight for the Board.

# 7 Key Features

#7. Provide opportunities to create a sense of “surprise/awe” versus “gotchas”. Share good news, highlight successes and create space at the meeting for opportunities. ENGAGE as many board members in discussions and informational sessions as possible.

# Key Takeaways/Ideas to Action

Chair/Staff role is  
critical

Pre-Planning and  
Organization

Mindful of groupthink  
and personalities

Start with small WINS

Communicate



# Summary

Effective Board meetings take an investment by the Board members, Board Chair and staff. It is this partnership that makes meetings effective and engaging. Communicate timely, prepare and be respectful of the people and the organization.





# Thank you

Laura C. Gambino

Training/Consultant

561.315.6595

[lcgambino27@gmail.com](mailto:lcgambino27@gmail.com)