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HELPING PEOPLE & NONPROFITS THRIVE!

Board Meeting Best Practices

Content

- **Reflects board role and responsibilities:**
 - *Planning and policies:* impacting overall organization, implemented by staff.
 - *Finance and legal:* broad budget input, direction relative to fiduciary health responsibility; carried out by staff through day-to-day implementation/decisions.
 - *Fund development:* development plan and ongoing results evaluation monitoring and input; encouraging board and individual board member giving and fund development engagement.
 - *Sound management:* addressing adequate organizational resources issues; appropriate aspects of executive director evaluation; input as requested by staff.
 - *Board governance:* annual board and board meeting evaluation; individual board member self-evaluation; ongoing board recruitment and development.
- **Significant decisions:** appropriate to board role and responsibilities; day-to-day management decisions made by staff.
- **Gauging appropriate agenda items*:**
 - *Importance:* is issue related to organizational mission, vision, values; "integral to our sense of who or what we are as an organization"?
How will public perceive an issue/decision? Will board need to defend a particular decision in public arena?
 - *Scale:* major organizational issue/decision, or appropriate for management to assume responsibility?
 - *Consequences:* planning and evaluation; board, with appropriate staff role, responsible for evaluating its planning and policies.
- **Mission check-ins:** brief staff reports on projects/activities to keep board members connected to mission and purpose.

Planning • Format • Participation

Agenda and Board Packet

- Board chair and executive director partner on agenda development.
- Agenda has item times and purposes.
- Consider consent agenda for routine items.
- Agenda and packet sent at least one week in advance.

Format and Participation

- One overall meeting chair/facilitator.
- Specific items presented by appropriate individuals - no one person dominates.
- Meeting is facilitated to balance and encourage participation.
- Reporting kept to a minimum.
- Rules used for orderly, not rigid, meetings.

*Adapted from Nonprofit Boards That Work by Maureen Robinson