

# How to run effective association board meetings



## These simple steps can keep your board meetings on track

### Be Prepared

Your management company should send out a packet a few days ahead of the meeting. It should outline the agenda, action items, financial information, and answers common questions. Review it! This way you'll be prepared to take part in the discussion.



### Be Professional

Your role on the board is voluntary, but you should treat it the same way you would a paid position. Keep it professional and be respectful of everyone involved in a board meeting. This along with mapping out the agenda goes a long way in keeping board meetings productive and on task.

### Be to the Point

Your free time is precious. You don't want to spend it in a never-ending board meeting. It should come as no surprise that the decision-making quality starts to suffer the longer a meeting goes. To avoid this, aim to keep the meeting to 45 minutes and no longer than an hour.

### Be Passionate (Without Venting)

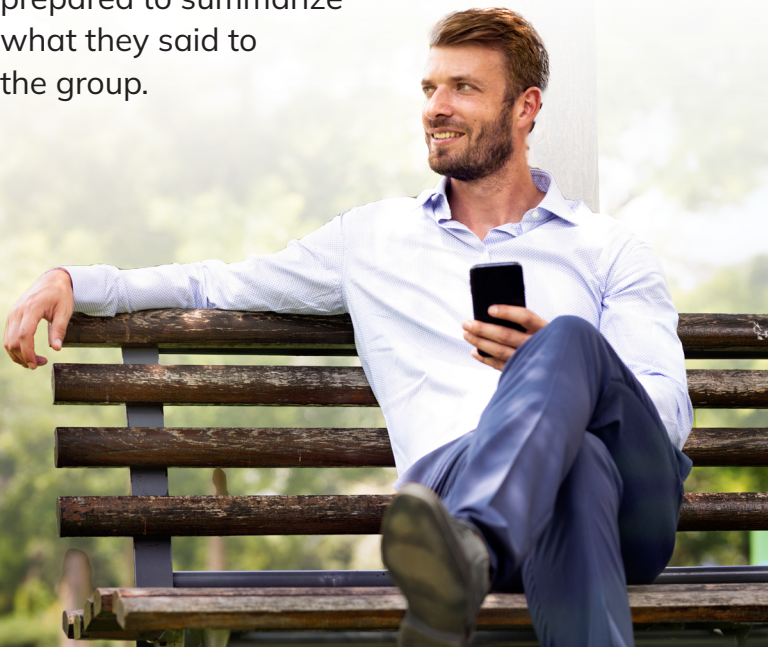
Encourage opinions but discourage venting. To do this, set limitations around each topic and speaker. For example, you can request that members only speak on a single topic for a maximum of 3 minutes.

### Be Policy-Minded

A basic code of conduct for board meetings should be outlined in your governing documents. It should outline time limitations of speaking, who can attend meetings and members' rights to record meetings. If you don't have a code of conduct, an experienced management company can help you create one.

### Be Polite

A listening ear goes a long way. Everyone wants to feel heard and valued. Give each speaker your full attention. Don't interrupt them when they are speaking and be prepared to summarize what they said to the group.



Let's talk

about the education and training resources we can provide your board.