

# 6 Principles for a *Better* Board Meeting



If it feels like your board meeting has gone off the rails, you don't need to hang up your board member hat just yet. By adopting a few simple policies and partnering with your association management company, your board will be well on its way to making a purposeful impact.

To help, here are *6 principles* to bring to your next board meeting:

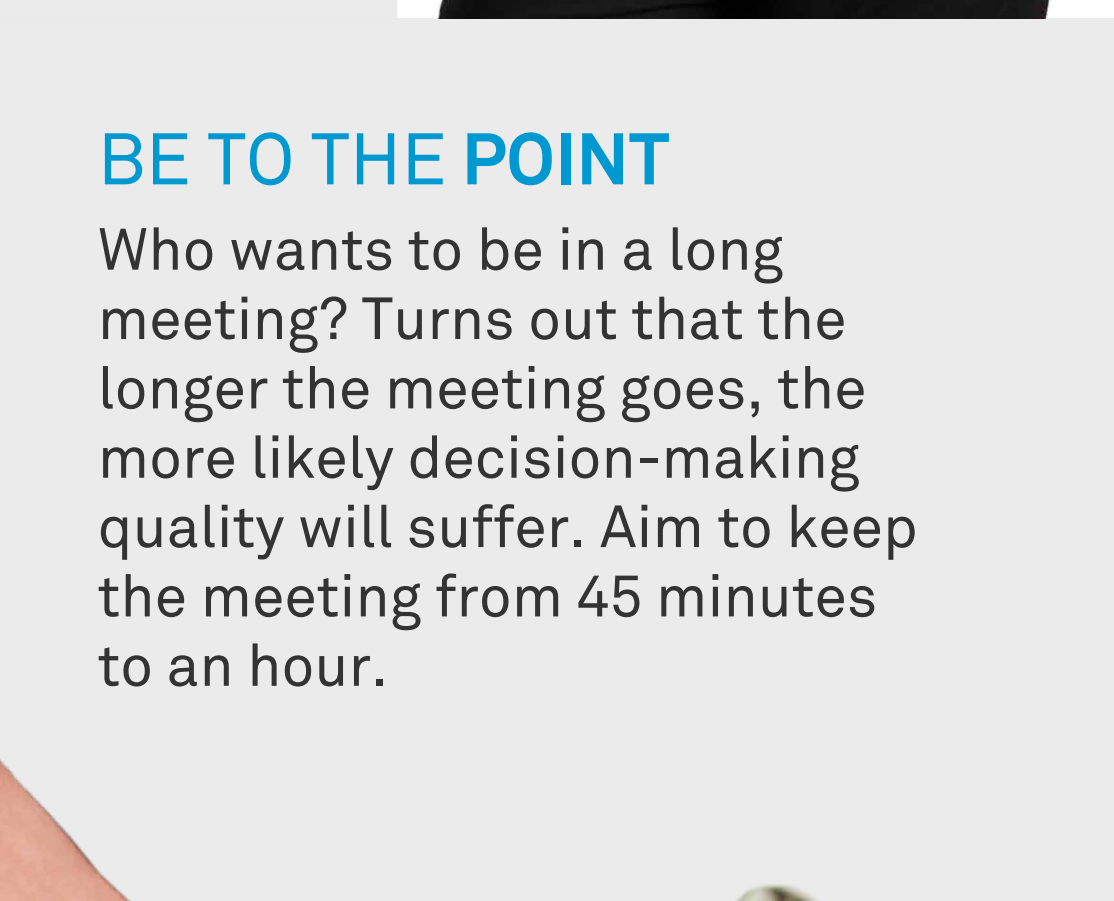
## BE PREPARED

Review the board packet. Your management company should send out a board packet with an agenda, suggested motions, answers to common questions and other important information a few days before the meeting.



## BE PROFESSIONAL

Treat your position on the board as you would any job, keeping board meetings productive and professional. Make sure the agenda is mapped out ahead of time and your fellow board members know the basic structure and procedures involved.



## BE TO THE POINT

Who wants to be in a long meeting? Turns out that the longer the meeting goes, the more likely decision-making quality will suffer. Aim to keep the meeting from 45 minutes to an hour.

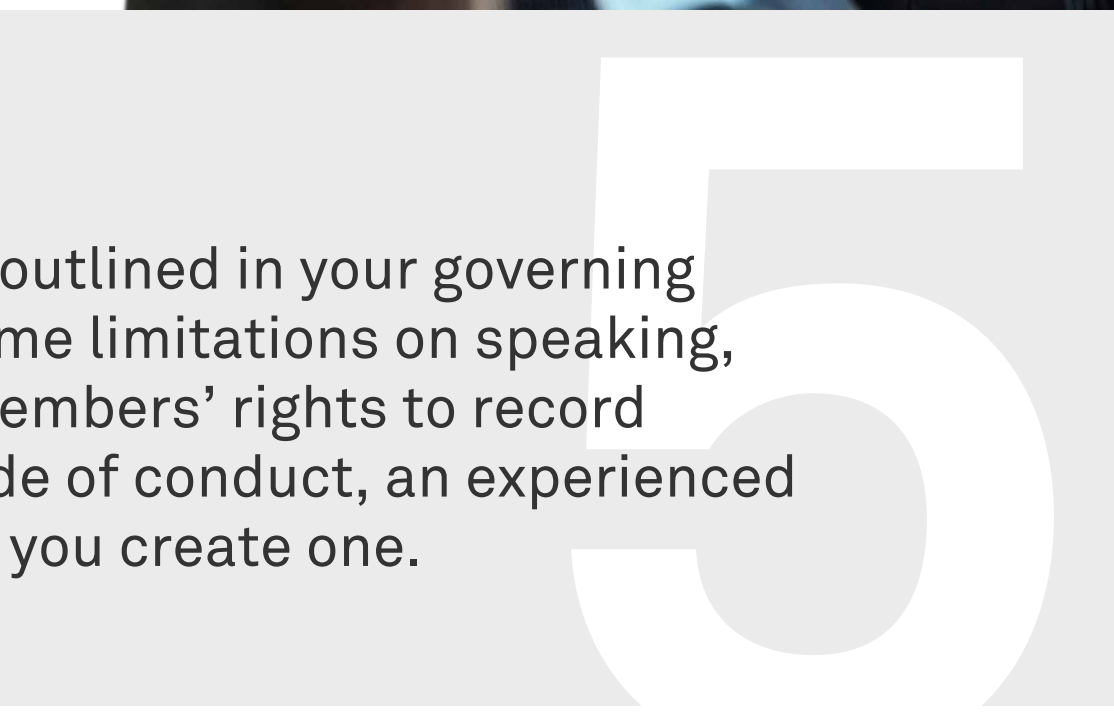
## BE PASSIONATE (WITHOUT VENTING)

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

Follow a basic code of conduct (outlined in your governing documents). It should include time limitations on 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, so give each speaker your full attention and be prepared to summarize what they said to the group.

