

Qualities of an Effective Board

- Board members share a clear understanding of and commitment to the board's mission
- Responsibilities are clearly defined; each member knows what is expected of them
- Members appreciate each other's strengths and accept each other's quirks and weaknesses
- Members participate actively, and communicate respectfully with one another with a willingness to resolve dissent and discord
- The contribution of each member or subcommittee is recognized; however, the board as a whole is greater than any of its parts
- The board has a sense of being rooted in an important tradition, and of providing continuity of a program that has been, and continues to be, important; new boards are launched with an exciting mission and challenged to be innovative
- The board is forward looking and committed to its growth and development

Conducting Effective Meetings

- Know and understand your board's mission and bylaws
- Evaluate previous meeting and unresolved issues; gather more information to help resolve issues
- Distribute an agenda and meeting materials in advance; consider setting time limits for each agenda item
- Make sure proper notice of the meeting is given ahead of time
- Ensure full participation by all members; favor group discussion versus "reporting"; tap into each member's unique expertise
- Be familiar with the Open Meetings Law concerning public attendance/comment and executive sessions
- Follow Robert's Rules of Order for ease and fairness
- Start and end the meeting on time