

LEADERFUL MEETINGS

Presented by
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MEETINGS THAT MATTER

- Bone Structure: Form and Function
- Facilitation vs Presiding
- Ask the Questions that Lie at the Heart of Your World
- Strategic Information and Agendas
- Ways to Evaluate Meetings

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WHAT ARE MEETINGS FOR?



- Building relationships
- Getting work done
- Moving organization forward

GREAT BOARD MEETINGS



What are the characteristics
of great board meetings?

GREAT BOARD MEETINGS



- Masterful Agenda
 - ✓ Consent Agenda
 - ✓ Executive Session
- Meeting Mechanics
- Information

STRATEGIC INFORMATION...

- Keeps board focused on big picture
- Timely, relevant, appropriate
- Accentuates accomplishments, challenges, opportunities
- Includes comparative data, trends, and is externally validated



STRATEGIC AGENDA FLOW

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Topic A	Committee Work	Information/Education	Committee Work	First Presentation	Final Presentation	Decision
Topic B	Committee Work		Information/Education	Budget Review	First Presentation	Final Presentation
Topic C	Committee Work				Committee Work	Information/Education

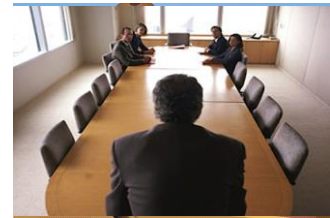


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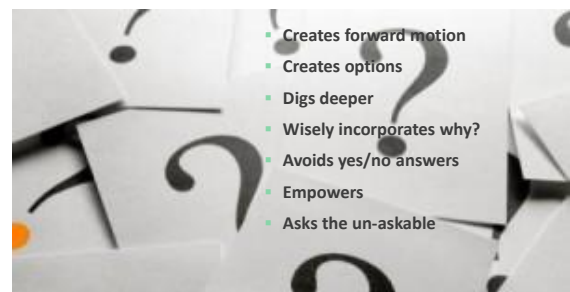


- Allow sustained attention to important issues
- Afford maximum opportunity for input and decision-making
- Transcend regular committee structure
- Mix people up
- Liberate board from routine/habit

FACILITATING VS PRESIDING



A POWERFUL QUESTION...



STAY FOCUSED

- Periodically define board's role and meeting purpose
- Use questions to focus conversation
- Summarize the sense of the group
- Separate the how's from the what's
- Establish meeting agreements



BE MINDFUL!

1. Be an expert people watcher
2. Pay attention to group dynamics
3. Choose a decision making method BEFORE you need it
4. Suggest methods and procedures
5. Role model!
 - Do not evaluate ideas
 - Contribute without dominating or over-influencing
 - Be aware of your own biases and acknowledge them
6. Learn how to facilitate!

ENGAGE OTHERS

1. Provide opportunities for input
2. Encourage the reticent to contribute their thoughts
3. Take a pulse check!
4. Other people can facilitate, too!
5. Find win/win solutions
6. Periodically summarize group perspective to validate and clarify progress of the discussion
7. Clarify comments and suggestions
8. Express appreciation for hard work of others



EVALUATE YOUR MEETINGS

- The issues today were:
TRIVIAL/ESSENTIAL
- The materials provided were:
WORTHLESS/INDISPENSABLE
- Today's discussion concerned primarily:
OPERATIONS/GOVERNANCE-STRATEGY

SUMMARY



- Listen
- Support
- Summarize
- Encourage
- Lead the process
- Create a safe environment
- Trust the group
- Model Behavior



IT'S YOUR TURN: THE ROLE OF THE BOARD CHAIR

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