EFFICIENT AND EFFECTIVE BOARD MEETINGS

Running an efficient, fair and orderly board meeting is the goal – but not always the reality – for trustees and hospital leadership. The following tips and reminders will help your board run a successful and productive meeting.

- State your meeting goals at the top of your meeting agenda.
- Take a mission moment: ask a board member to read your mission statement out loud.
- Prioritize your agenda from important topics to trivial. Major discussions should be at the top of your agenda, followed by routine approvals.
- Note your timing so your meetings begin and end on time.
- Note your agenda items for voting and discussion.
- Include dashboards and visuals to accompany reports.
- Make use of your consent agenda. Include items that may not need discussion (i.e. staff reports and executive summaries).
- Give members time to prepare. A best practice is to send meeting materials to board members at least a week in advance of the meeting.
- High-performing boards spend 75% of their time on strategy, and 25% of their time on operational issues.

TIME SAVER! A consent agenda groups routine business and reports into one agenda item that can be voted on in one action, rather than approving each item separately.

Discussion among board members is key for communicating and understanding the issue at-hand and is crucial for effective decision-making. Here are some best practices to foster a healthy dialogue in the board room:

- Ensure your discussion and decision-making processes include all board members.
- Follow the agenda to keep the board moving toward its goals.
- Control the flow of the meeting by recognizing members who ask to speak.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect – and insist that others do the same.
- Develop the board's skills in parliamentary procedure by properly using motions and points
- of order.
  Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.