



Stay in Control of your Business with Effective Board Meetings

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Effective Board Meetings

- Who
- What
- Why
- When
- So?



Who can benefit

- Regular board meetings
 - Any business
 - Every business
- 1, 2, 3, 4 or more people
 - Same rules
 - Schedule a time
 - Plan an agenda
 - Run the meeting to the agenda
 - Write down key decisions
 - Assign action items, names and dates
 - Follow up action items



What

- Your agenda might include:
 - Actions & matters arising from last meeting
 - Financials & consequent actions
 - Directors reports
 - Forecasts for next month
 - Business Improvement Projects
 - Strategic Plan progress review
 - Any Other Business
 - Confirm action items & dates due
 - Date of next meeting

Why – Headlines

- Governance
- Improvement

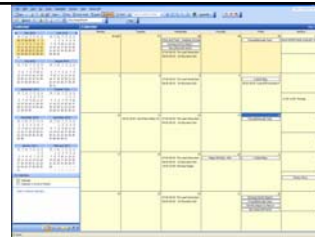


Why – detail

- Regular review
- Discipline
- Order
- Rhythm
- Structure
- Buy-in
- Leadership
- No longer alone



When



Most Businesses

- Monthly

Less Often

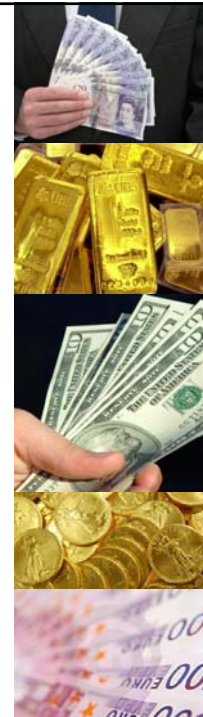
- Memory issues
- Lack of urgency
- Risk that nothing gets done

More Often

- Shorter meetings
- Rapid status changes
- Risk that time is wasted

So?

- Work **on** the business
- Review metrics
- Improvement projects
- Get things done
- Harness the full team





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