

Governance as Leadership Board Meeting Checklist

Before the Meeting:

- Have minutes (in outline format) been emailed to board?
- Have Task Forces emailed reports from last meeting?
- Are Task Forces recommending items for board agenda?
- Have other board members recommended items for agenda?
- Have you discussed consent agenda with Board Chair?
- Relevant staff invited to meeting? Clarify role in meeting.
- Dashboards emailed in advance, if appropriate, handout at meeting
- Is room setup conducive to this agenda? Food, flip charts, materials?

At the Meeting:

- Is the agenda clear to everyone and are there any last minute changes?
- Are there any fiduciary actions that must be taken at this meeting?
 - These include changes to bylaws, approval of budget, major contracts, etc.
- Is there someone prepared to wrap up the discussion and call for action?
 - This may be chair but as facilitator, they may need help
- Have we discussed "the main thing"?
- Have we recognized and celebrated achievements and those responsible?
- Are next steps clear? Do Task Forces have new assignments?
- Did we get through the agenda and if not, what happens next?

After the meeting:

- Evaluate results of meeting with Chair, identify improvements for next meeting
- Consider e-survey to board right away to assess their response to the meeting and issues for future meetings (www.surveymonkey.com is free)
- Email minutes to full board as soon as possible
- Share meeting outcomes with staff and plan next steps
- Celebrate generative governance!