HOW TO PLAN AND RUN A BOARD MEETING

PLANNING THE MEETING

The president and secretary are the two board members most involved in the preparation and running of a board meeting.

Meeting dates should be scheduled far in advance so that all board members have the opportunity to be present.

The secretary is officially responsible for identifying meeting locations. Venues can be the same for each meeting or can rotate depending on space availability and board members’ preferences. Staff liaisons can serve as a resource in marketing an open call to the alumni community for available meeting spaces.

In preparing the agenda, the secretary should communicate with all other board members to ask for updates or agenda items at least two weeks in advance of the meeting. Agendas should include any items requiring preparation and should be sent in advance of the meeting, leaving ample time for board members to prepare. Additionally, agenda items should clearly state objectives, who is responsible for leading that item, and the amount of time allocated to each item.

RUNNING THE MEETING

The secretary is responsible for taking minutes or for delegating this responsibility to another board member.

The president should run the meeting, providing a welcoming statement and ensuring that the meeting moves through agenda items on time and that the discussion remains lively and relevant. Any members or guests presenting to the board should be well prepared and keep the discussion engaging. The president and any senior board members should ensure that new board members have ample opportunity to contribute to the discussion.

AFTER THE MEETING

At the close of the meeting, the president should thank the board members and guests. The secretary should send meeting minutes promptly following each meeting.
so that members have a chance to complete action items while the discussion is still fresh in their minds.