



The Somali Family Care Network Capacity Building

Preparing for an Effective Board Meeting

1. Preparing an agenda

- Review past minutes and consider items to come forward
- Confer with Executive Director and the committee Chairs or staff liaison
- Consult members about any other agenda items
- Allocate a period of time to each item
- Ensure person responsible for each item will attend meeting
- Circulate agenda

A good agenda meets four requirements:

- All items should relate to the mandate of the board – make sure the board is not spending time on what is really the work of staff, or committees, or volunteers.
- Most items should focus on an action or decision.
- The purpose of each item should be clearly indicated on the agenda.
- A realistic time period should be set for each item.
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2. Provide background material

- The board must establish what information it wants to receive from staff, and committees. What items are reported to the board, and which are not? How detailed does the information need to be? What format is most helpful? In considering this, remember the purpose of board meetings and relate the information needs to this.
- Ensure sufficient relevant information to allow a full discussion of each item, but not excessive information that drowns the board in detail – experiment a little to find the right balance for your board.
- The person responsible for each agenda item normally prepares the background material.