

Boardsmanship Tools





Plan Ahead, Be Thoughtful

Measure twice, cut once

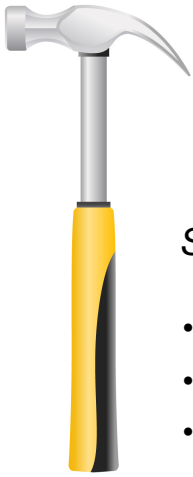
- Utilize and update the board calendar
- Be careful what you leave for future boards
- Boards can change quickly. You may be comfortable in your board operations now but good policy may be protective for future boards.
- Sometimes it is worth playing the devils advocate to further discussion and potentially reveal a unique strategy. Use this strategy sparingly. You must respect your colleagues time and energy



Cut Off, Create an End, Cessation

Strategies to wrap up discussion

- Restate what has been said in summary
- Make a motion
- Call the question
- Board Chair role:
 - “Sounds like the thinking is this...”
 - “Let’s hear a couple more comments then take action”
 - “Haven’t heard from you. What are your thoughts on this matter?”
 - Initially frame the discussion - Here is what we are discussing. Here is what we are trying to decide. Prevents discussion wandering on to other topics or members pet causes.



Make a Point, Emphasis

Strategies for making your point

- Always be respectful and polite
- “I have a slightly different perspective”
- If your point is hijacked:
 - “I believe what Angie is saying is...”
 - “ ...and we should include...”
 - “Actually that is not what I was saying” or “That changes the point I was trying to make”.
- To make your intentions clear when making a point state why you hold a certain view.
- If you have an off agenda idea you can seek to have it added on a future agenda - speak with the Board Chair.
- Be sure to know what you are voting on. Sometimes a motion can seem to be modified through discussion. Ask to have the motion restated if you are unsure.
- Avoid silence - you are on the board for a reason. Share your perspective. Don't get comfortable with non-participation. Your voice is how you participate



Extract Information

- Review policies on a regular basis
- Ask question when you don't understand something you've heard
 - Usually someone else is confused as well
 - Other board members remember what it was like to be new to board presentations.
 - Prepare by seeking clarity prior to a presentation - Read the packet, contact the President/Board Chair.
 - Ask other board members if you don't understand their perspective - seek to understand
- Avoid questions that are solely to demonstrate your knowledge or experience.
- Avoid not listening while you wait to ask your question

Rules - Our Building Codes

- Open meetings rules
 - Be mindful of not making board decisions outside of board meetings.
 - Avoid forwarding board member email to other members.
- Confidentiality
 - Confidential information is just that. Do not share it with anyone
 - Closed meeting information is confidential