



# Let's Get Ready to Chair a Meeting

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# What We'll Do

## Today

Core Meeting Questions

Self Assessment

Barriers to Effective Meetings

Accountability

Mock Meeting

Debrief

4 Ps



# Core Meeting Questions

1. What are the guidelines for attendance and promptness?
2. What are the expectations for active participation?
3. What does it mean to listen and speak thoughtfully?
4. Per our bylaws how should decisions be reached?
5. What responsibilities do board members have for getting things done at meetings?
6. How should board members treat each other at meetings?

# Meeting Attitude

## Self Assessment



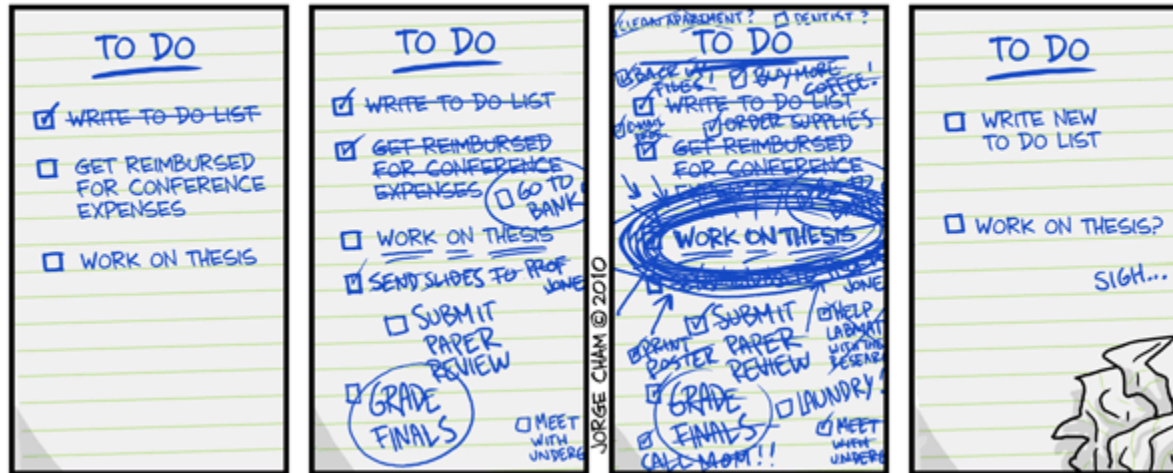
The joy of learning

# Barriers to Effective Meetings



# Accountability

## YOUR "TO DO" LIST



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# Mock Meeting



# Debrief



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# Members Have Rights & Responsibilities

Act in Accordance With Legal Standards

Duty of Care

- Stay informed and ask questions

Duty of Loyalty

- Show undivided allegiance to organization's welfare

Duty of Obedience

- Stay faithful to the organization's mission



# 4 Ps

**1. Preparedness**

**2. Purpose**

**3. Process**

**4. Payoff**



# Thank you for attending!

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