Better Committee and Board Meetings

**Prepare**
- Read governing documents that define duties.
- Prepare for meetings by reading advance reports (consent agenda).
- RSVP to ensure a quorum will be present.
- Contact the board chair or CEO in advance with clarifying questions.
- Avoid “rump sessions” before or after the meeting.

**Engage**
- Arrive on time and stay engaged until adjournment.
- Respect the chair’s role and the meeting agenda.
- Be accountable for commitments you make.
- Avoid side conversations and digital distractions.

**Discuss**
- Listen to facts without preconceived notions; be open minded.
- Allow everyone an opportunity to speak before speaking again.
- Disagree with ideas, not with people.
- Add value to discussions; don’t be the “devil’s advocate.”

**Decide**
- Frame discussions and decisions by the mission statement.
- Ask how performance will be measured.
- Refrain from abstentions except for conflicts of interest.
- Support the decisions of the group.