

# Association Boards and Committees: Leading to Success



## OVERALL OBJECTIVE

The Board walks away with a plan to implement for their term of office and a means by which to most effectively operate. The Chair walks away positioned as the leader and with the tools to take the plan forward. This is a facilitated process so that the team learns as they plan. A Board or Committee that delivers on its promise makes a fundamental difference to the organization, and does it in the most time and cost effective manner possible.

## OUTCOMES

The facilitated session with the Association's or Society's Board or Committee aims to

- Optimize how the group runs its meetings, and the time members spend contributing
- Maximize the duration of the Board or Committee's period in office
- Focus activity to produce desired results
- Ensure individual accountabilities
- Reduce time, effort and wastage
- Establish a way of operating
- Encourage a team approach
- Produce a plan
- Set goals
- Make a difference by
  - optimizing operations
  - ensuring working smarter, not harder
  - streamlining meetings

## CONTENT

### **Creating Strategy**

- Clarify our role and mission
- Establish our goals
- Align our efforts
- Establish our plan of action

### **Focusing Meetings**

- Agendas
- Pre-reading/pre-work
- Meeting process
- Meeting minutes

### **Streamlining Communications**

- Make progress
- Requests
- Give recommendations
- Provide information updates
- Market results
- Interface with the administrative support team

### **Actual Board or Committee**

- Orientating new members
- Building a team
- Reinforce norms
- Clarify expectations
- Establish responsibilities
- Working with volunteers
- Commit to end results and deliverables

### **Empowering the Chair**

- Individual coaching to prepare for the task ahead
- Personal feedback
- Plan to lead

See Consulting/**Consulting to a Board**