1 Discuss the upcoming meeting with your attendees. When you learn that you'll be chairing an upcoming meeting, one of the first things you should do is to spend a little time talking to the people who will be attending (especially high-ranking or important people). Ask them if there's anything they'd specifically like to discuss at the meeting. Take note of their answers and use them to guide you when you write your agenda. Asking your attendees about what they'd like to discuss is a smart move not only because it makes it easier to write an agenda, but also because it engages them in the meeting process before it's even begun. People are more likely to attend and pay attention during meetings if they know that issues important to them will be addressed. Knowing the topic of the meeting allows you to be more confident when speaking. 2 Write and distribute an agenda. A meeting agenda can be a valuable tool not just for a meeting's chairperson, but also for the guests in attendance. Agendas contain valuable information about the meeting like when it will be, where it will take place, and who will be in attendance. Most importantly, they also outline all of the intended topics of discussion, allowing everyone to prepare. Send your meeting out in advance of the meeting itself — the more important your meeting is, the earlier you should send it.[1] One thing that your agenda should definitely contain is an approximate time limit for each topic of discussion. Having a rough schedule outlined beforehand makes it much easier to keep your meeting on-track. Though some items on your agenda may run long (and others may run short), a schedule makes it much easier to keep track of these items and adjust accordingly. Advertisement 3 Research the discussion topics and any previous meetings. The people who attend your meeting may not be up-to-speed on all of the topics you plan to discuss — some may not have attended past meetings, while others may have simply forgotten. As the meeting chair, it's a good idea to know the history of discussion thus far. Try talking to people who attended previous important meetings to learn any important unfinished business that you should address in your meeting. You may also want to request the minutes of past meetings from an official record-keeper to help direct your planning. The minutes from previous meetings can be an important resource to you as chair. These summarize the discussions and decisions that occurred during past meetings, making it relatively quick and easy to get up-to-speed. You may even want to distribute important meeting minutes to your attendees with your agenda. 4 Get your meeting space ready ahead of time. On the day of your meeting, you'll want to ensure that the room or place you intend to meet in is clean, presentable, and ready to accommodate your attendees. You'll want to make certain that any technological components of the meeting (like presentations, projectors, displays, etc.) are functioning properly and are completely ready to go — technical snafus can waste valuable time and put your meeting off track.[2] If you're using an electronic presentation (like PowerPoint, etc.), take a moment to familiarize yourself with the remote control or clicker you'll be using to cycle through your slides. You don't want to waste time fumbling with your controls when you could be discussing important issues. Advertisement 1 Call the meeting to order. When the meeting reaches its scheduled start time and all of the attendees (or at least all of the important ones) are present, get the attention of everyone in the room. Introduce yourself as the chair and state the purpose of the meeting. Establish the intended time frame for the meeting by informing everyone of the ending time you're shooting for — you may run long or short, but stating your intended time limit ahead of time helps keep the meeting on-track. If some of the attendees aren't familiar with one another, take a moment to conduct a brief roll call and introduce important attendees. Note that some businesses and organizations have strict, regimented procedures for opening and conducting a meeting. For instance, the American Federation of State, County, and Municipal Employees (AFSCME) uses a system called Robert's Rules of Order which includes calling the meeting to order by banging a gavel and very specific rules for introducing and passing motions. 2 Sum up relevant points from previous meetings. At the start of meetings that are part of a long, ongoing project, you'll want to briefly catch all of the attendees up on the state of the project thus far by quickly summarizing any relevant events or decisions from previous meetings. Not everyone in attendance may be as knowledgeable about the topics of discussion as you are, so quickly bringing everyone up to speed can go a long way towards making your meeting an efficient and effective one.[3] Rather than summarizing previous meetings yourself, you may want to have an official scribe or record-keeper read the minutes from previous meetings to give the summary a sense of formality. You may also consider reading any important correspondences or communications that have occurred since the previous meeting. Note that if you provide copies of the minutes/correspondence to attendees, reading aloud isn't generally required. 3 Allow important attendees to report on the state of affairs. Next, allow people with relevant knowledge to inform the assembly of new or recent developments that have occurred since the last meeting. These can be virtually anything — for instance, new problems facing your business or organization, personnel changes, project developments, and strategy changes can all be addressed here. Meeting attendees will also want to hear about the results of any specific actions that were taken because of decisions made at the last meeting. 4 Address any unfinished business. If there are any problems that remain unsolved or decisions that haven't been made from the last meeting, make an effort to address these before moving on to new problems. The longer that old problems are put off, the less that any attendee will want to take responsibility for them, so try to pin down and resolve any lingering unfinished business during your meeting. Usually, unfinished business is specifically noted as "undecided" or "tabled for future discussion" in minutes from previous meetings. Depending on the culture and rules where you work, your business or organization may have specific procedures for reaching a decision — for instance, the meeting attendees may simply need to reach a majority consensus, or a select group of high-ranking individuals may be tasked with all decision-making. Note that some things are just too big to complete between meetings. You don't necessarily need to dwell on the progress of long-term projects that aren't finished yet. You should, however, bring up decisions or projects where present action is required. 5 Address any new business. Next, bring up new problems, concerns, and issues that need to be discussed. These should be things that naturally stem from the developments that have occurred between any previous meetings and the present. Try to obtain concrete, definite decisions from the attendees — the more items you leave undecided, the more unfinished business you'll have to bring up next meeting. 6 Summarize the conclusions of the meeting. When you've addressed all past and present business, take a moment to sum up the conclusions of the meeting for everyone in attendance. Break down the results of all the decisions that were made and, if necessary, describe the specific actions that attendees will be expected to take before the next meeting. This step is crucial — it's your last chance to make sure that everyone leaves the meeting knowing exactly where your projects stand and what is expected of them. 7 End by laying the groundwork for the next meeting. Finally, tell everyone what to expect for the next meeting and, if you've already begun to plan it, tell them when and where to expect it to be. This helps give the attendees the sense of continuity from one important project or decision to the next and gives them a time frame for progressing or completing their assigned tasks. Note that you don't necessarily have to plan another meeting if you address all past and present business at your current one. However, if there's enough unfinished business to warrant future discussion or you're waiting to see how certain projects develop, it's probably a good idea. Advertisement 1 Guide the discussion, but don't dominate it. One of your roles as the meeting chair is to keep the discussion moving and on-task. Your role is not to offer opinion on every single issue or keep the discussion on an exact schedule. Have some flexibility. Let the other attendees talk freely and allow new topics of discussion to arise even if they're not on the agenda. You may find that you need to subtly end or change certain topics of conversation to keep the discussion on track, but you shouldn't feel as if you have to control every aspect of the meeting. After all, it's a collaborative process. As the meeting progresses, keep an eye on your agenda. If you're running behind, you may need to skip certain topics of discussion or table them for later in the interests of time. Don't be afraid to do this if the topics that are being discussed are very important ones. 2 Encourage all attendees to participate. As the meeting chair, your job is to ensure an open, productive discussion. If you notice that certain attendees who may have knowledge relevant to the issues at hand aren't opening up to the group, encourage them to talk. You don't have to challenge or call them out directly — simply saying something along the lines of, "I think Mrs. Smith's expertise would be useful here" is a great way to get less-active members of the meeting engaged.[4] 3 Make sure everyone understands what is being discussed. It can be difficult to remember that not everyone attending the meeting has the same amount of experience or knowledge in the topics of discussion. To make sure everyone attending the meeting has spent their time wisely, you may want to take the opportunity to briefly simplify complex issues or topics when they come up. The less-knowledgeable attendees will undoubtedly appreciate this. 4 Don't ignore difficult or awkward questions. If they're not kept under control by a competent chair, meetings can be remarkably unproductive. Try to make sure that every important issue you came to discuss gets addressed. Don't allow attendees to blame-shift or offer vague excuses for problems that haven't been addressed. Try to pin down and obtain answers for issues that no one wants to address. Though this isn't necessarily what every attendee will want, these sorts of awkward questions are precisely the ones that need to be answered the most for the meeting to be as effective as possible. Make sure important decisions are recorded (if you have official record-keepers or minute-takers, assign them this task). If you're going to go the trouble of asking the hard questions, you'll want to make sure that the answers you get are well-documented. 5 Keep track of your time. There's a reason meetings have a bad reputation — for many, they're thought of as serious wastes of time. To prevent your meeting from running long, use your power as chair to keep the discussion moving. Don't be afraid to table certain unimportant issues or conversations until a later date if your meeting seems to be taking longer than you expected. Be ready and willing to adjust your schedule on the fly to make sure that none of your attendees' precious time is being wasted. Advertisement Add New Question Question How do you prepare to chair difficult meetings? Dave Labowitz Business Executive Dave Labowitz is a Business Coach who helps pre-entrepreneurs, solopreneurs/entrepreneurs, and team leaders start, scale, and lead their businesses and teams. Before beginning his coaching career, Dave was a startup executive who spent over a decade building high-growth companies. Dave's "path less traveled" life includes adventures such as dropping out of high school, co-authoring a book in the Smithsonian Institute, and getting his MBA at Pepperdine's Graziadio Business School. Talk to other people that have hosted or attended meetings on a similar topic so you can learn more about your subject matter. Even if they don't have experience on the exact topic of your meeting, you can still learn some best practices of how to run a more efficient meeting. Question How do you confidently chair a meeting? Dave Labowitz Business Executive Dave Labowitz is a Business Coach who helps pre-entrepreneurs, solopreneurs/entrepreneurs, and team leaders start, scale, and lead their businesses and teams. Before beginning his coaching career, Dave was a startup executive who spent over a decade building high-growth companies. Dave's "path less traveled" life includes adventures such as dropping out of high school, co-authoring a book in the Smithsonian Institute, and getting his MBA at Pepperdine's Graziadio Business School. Preparation is key! The more preparation you do and the more ready you are to speak, the more confidence you'll have. It also helps to remind yourself that the outcome of the meeting doesn't necessarily reflect on you. Everyone is striving toward a goal and is tied to the same mission. Ideally, everyone is in alignment and working toward the same thing, so it's not just on you to reach that outcome on your own. Question What should the chair say when the meeting is getting off track? Perhaps, "Ladies and gentlemen, it appears we have gotten off track. Let's return to the reason we're here." See more answers Ask a Question Advertisement This article was co-authored by Dave Labowitz. Dave Labowitz is a Business Coach who helps pre-entrepreneurs, solopreneurs/entrepreneurs, and team leaders start, scale, and lead their businesses and teams. Before beginning his coaching career, Dave was a startup executive who spent over a decade building high-growth companies. Dave's "path less traveled" life includes adventures such as dropping out of high school, co-authoring a book in the Smithsonian Institute, and getting his MBA at Pepperdine's Graziadio Business School. This article has been viewed 339,592 times. Co-authors: 19 Updated: March 9, 2024 Views: 339,592 Categories: Featured Articles | Meeting Rules and Procedure Print Send fan mail to authors Thanks to all authors for creating a page that has been read 339,592 times. "Very useful article. I chaired many meetings before reading it. I was happy to find the structure I have used before and to refresh my memory on the best way to conduct effective meetings, particularly the preparation, which has always been the part I like the most."..." more Share your story Become a more confident and skilled meeting chairperson. Power up your command of Robert's Rules of Order when chairing. Powerful tools and techniques for handling difficult meeting participants. Includes 9 video modules, 3 eBooks, a chair "cheat sheet", custom meeting scripts, rules for debate, and MORE! Chairing is a learned skillAs the board chair you have the single largest impact on the success or failure of the meeting. When you know what you are doing, things go well. When you don't, it can be a disaster.But, most board chairs receive little to no training on how to run formal meetings using Robert's Rules of Order, and becoming a confident, competent chairperson is a skill that has to be learned. Chair a Meeting With Confidence is a one of a kind course that will teach you how to successfully manage both the "people" and "process" sides of the meeting so that you feel more confident and competent when chairing meetings that use Robert's Rules of Order.This training will not only help you become an expert in the decision making "process" (Robert's Rules) it will also set you up for success when dealing with the "people" in your meetings, which many time is the trickiest part of being a chair. Because after all, being able to manage both the "people" and "process" sides is crucial to being a successful chairperson. A process to develop a powerful chairing mindset. Techniques for setting an effective meeting context. A system for engaging members by creating a healthy board dynamic. Tools for dealing with difficult meeting participants. How to make effective interventions that keep meetings on track. Ways to increase positive participation in your meetings. Get proficient with the fundamentals of Robert's Rules of Order. Learn to handle the "7 Fundamental Motions" used in most meetings. Strategies to effectively handle discussion and voting. A simple way to handle both information and business items. How to write meeting scripts that keep your meeting on track. Powerful facilitation tips to manage online meetings. We're so sure you will love "Chair a Meeting With Confidence"... No payment or commitment required. Try for FREE and get started on your path to being a confident and competent meeting chair TODAY! "Susan, I learned more from your program than I did from a 4-day course that cost me $6,500. This week I had to chair my first ever board meeting that was attended by industry experts and the federal government, and it went great!" -National association chair "Thank-you Susan. Your course was outstanding. You somehow managed to reach inside my brain and turn all the jumbled things that I have learned about chairing over the years into truly useful knowledge." -International association chair "I had never chaired a formal meeting before, and was EXTREMELY nervous! Susan's course gave me the tools to lead my board in a compassionate, confident manner. I not only surprised the board, I surprised myself!" "Susan, the meeting was a huge success! I went in with confidence and it spread to the rest of my team. Everyone commented afterwards how professional and well structured the meeting was. You have no idea how much I appreciate your help!" -Veterans organization chair "Susan, I was installed Saturday and I used all of the material you taught me. Words cannot express the confidence I felt and it resulted in a meeting that really flowed. Please keep on doing what you are doing for new chairs. Thank you again!" -Intl. volunteer association chapter president "Susan's training and coaching have given me practical and innovative tools to use in meetings, and I would recommend her programs and coaching to any professional woman who wants to up-level their skills to get more out of life, both at work and at home." -National medical association chair Professional associations College & university boards Any board that uses Robert's Rules of Order START RISK-FREE WITH 2 FREE MODULES No more feeling stressed about meetings. Thanks to the tools you will learn, you will go into your meetings well-prepared, organized, and feeling good. This course provides powerful techniques to keep meetings on track by making interventions to correct poor meeting behavior without creating conflict. Thanks to our proven system you will quickly master the essentials of Robert's Rules of Order and will soon be leading meetings with confidence. When you're confident and competent leading meetings, not only are the meetings more productive, you win the trust and respect of your colleagues. Creator - Robert's Rules Made Simple Susan Leahy is the creator of Robert's Rules Made Simple. She has been working with board chairs and doing leadership development for over 20 years.Susan's courses are used by over 10,000 boards across North America to run better, more effective meetings. 3- Healthy Board Dynamics 4- The "People" Side of Meetings 7- Keeping the Meeting Moving 8- Putting It All Together 9- BONUS: Chairing Virtual Meetings The proven course used by over 10,000 boards Postpone to a certain time START WITH 2 FREE MODULES This course for any chairperson of a board or committee that uses Robert's Rules of Order. The full course consists of video modules, quizzes, eBooks, script templates, audiobooks and other material. Depending on how many times you choose the review each piece of content you should be able to complete the course in 6-10 hours. You will own the course forever and you can take it as many times as you like. We will also be updating the course on an ongoing basis and you will have access to all new content. We stand 100% behind our courses and you have 30 days to request a refund if you are not totally satisfied. This course is designed to be used by a single chairperson and the assignments will be graded and recorded based on a single user's responses. This course is for any board or committee chairperson who wants to become more competent and confident when running meetings. This program is specifically for board chairs who chair meetings using Robert's Rules of Order, and the intent of the course is to give board chairs practical tools that will increase meeting productivity while also fostering a healthy board dynamic. New, experienced, and aspiring board chairs will all benefit from the information provided in this course. This course explores a new way of thinking about the role and responsibility of a confident chairperson. Focusing on both the "people" and "process" side of meetings, you will learn how to develop a powerful chairing mindset; you will be armed with a suite of powerful tools that will help you to create a healthy board dynamic; you will learn effective ways for making interventions to deal with difficult meeting participants; and you will develop new skills for keeping meetings moving forward. Prepare to learn a new approach to chairing meetings as you become a chairperson that is respected and admired by your colleagues. The chair has the single largest impact on the success or failure of a meeting, and by taking this course you are not only up-leveling your skills as a chairperson, you are improving the overall quality and effectiveness of your meetings. You will walk away from this course motivated and with a new level of confidence as you prepare to lead and chair your meetings. Creator - Robert's Rules Made Simple Susan Leahy is the creator of Robert's Rules Made Simple. She has been teaching Robert's Rules to boards for over 20 years and she has the unique ability to make this complicated material SIMPLE & FUN! Susan's courses are used by over 10,000 boards across North America to run better, more effective meetings. Let's face it: Conference calls aren't always the most efficient way to communicate. Confusion about who is speaking, participants talking over each other, how to start a conference call, unclear goals, and irrelevant side conversations can all waste time and frustrate participants. Avoid these pitfalls and chair your next meeting with confidence with these five conference call script samples and guidelines. 1. Introduce Speakers, Meeting Introduction Naturally, you'll want to introduce yourself and all the presenters. Make sure to introduce participants who are new to the group. Hello everyone. This is Larry from Microdot Technology. I'm calling in with Jimmy Wayne, Susan Francis, and Lou Denver. [Pause to allow them to greet]. We also have the Chief Financial Officer, Michael Chen, calling in from LA. However, if you've got a larger conference call (more than 10 people), it's not going to be efficient for you to run through a list of names during the meeting introduction. In fact, people may tune out. Instead, just acknowledge there are a lot of people and only introduce key speakers. Hey everyone, Juan from Centurion Marketing here. I wanted to take a second to remind everyone to stay on mute during the presentation. Please hold your questions until the end, as there'll be time for questions and answers. Without further ado, I'd like to introduce our speakers: Justin Davids and Priti Gupta from Passenger Technology. 2. Get to the Point Next, open with a brief summary of why you're meeting and what you hope to accomplish during the call. Okay. So we want to come up with a strategy for the Cutlass Software buyout. We need to iron out how we're going to finalize the contract and secure the funds. Our legal team will coordinate details with our financial officers, and then I need to sign the paperwork. This is going to be a team effort for all of us on the call. 3. Plan Speaking Order Ahead of Time Plan out the order that each person will speak in. If you've got multiple departments, consider arranging speakers by department in an order that makes sense for your topic. Think about emailing an agenda ahead of time so there's no uncertainty about who speaks and when. That way you can avoid dead air, talking over each other, and generalized confusion that can disrupt the call. You can even go a step further and add estimated speaking times in the agenda. This will give speakers an idea of how long they have, as well as give participants a sense of forward momentum. Let's get started with our Legal Counsel, Susan Francis. She's been working on the buyout contract for the past month. Susan, what can you tell us... [allow conversation] Thanks, Susan. The next speaker on our agenda is from our financial services department, James Fitzpatrick. James, tell us what the banks need from us... [allow conversation] So that's all for legal and financial. I'm going to say a few words about where Microdot Technology is headed... [allow conversation] 4. Steer Discussion Successfully You can plan a discussion all you want, but conversations can have a life of their own and go in many different directions. So you're going to have to shape the flow in a polite way. An effective way to do this is to acknowledge the previous person's point and then offer to continue their conversation in another venue, whether offline or in a different conference call. Susan, can we discuss your concern in a few minutes? Lou will present the logistics schedule next. James, that's a valid point, but let's take it offline after the meeting. These are all good ideas, but we only have 15 minutes left and need to focus on the main goal. I'll arrange another call to go do some more brainstorming. Lou, we can save that for the presentation we're giving the shareholders next week. That's a fair point. But we don't need to finalize a public announcement until the buyout has been announced to Cutlass shareholders next quarter. 5. Summarize the Call To wrap up your call, give a brief summary of what was discussed. It's good practice to highlight how the call brought your team closer to the goals you outlined in step 2. This will make people feel like it was a productive meeting. Then provide some guidance on what the next steps are. If you need another meeting, set a tentative date. Tell participants that you'll follow up and share any new or outstanding action items with them. And don't forget to thank everyone for their time. Alright, nice call everyone. We decided to rewrite the contract, so Susan, please get started on that ASAP. And with the banks, James will determine if we should use our own capital to buy out the 8% share remaining with Cutlass Software or apply for a loan. Susan and James, please send your documents to the board of directors and me by Friday. We'll meet again when the contract gets finalized. Thanks, everyone. Have a good day, and talk to you soon. For more ideas on how to start a conference call and how to conduct productive calls, read our blog posts about how to chair a conference call and conference call etiquette. And for those participants who are calling in from home, check out our blog on remote work tips to improve call quality. 0 ratings0% found this document useful (0 votes)2K viewsThe document provides an agenda outline and script for chairing a general membership meeting. Key items on the agenda include calling the meeting to order, taking roll call to determine if a...AI-enhanced title and descriptionSaveSave Sample Meeting Script for President For Later0%0% found this document useful, undefined An effective board meeting facilitates decision-making and helps a company grow. Naturally, for a meeting to be successful and productive, everything has to be well planned. And this is how a script for a board meeting can help. If you need a how to chair a board meeting script, continue reading the article. You'll learn how a board meeting script can improve the effectiveness of board meetings, how to write one, and how it's realized in pre-, during-, and post-meeting phases. Additionally, receive a board meeting script sample to get inspired when creating one for your organization. Discover effective management tool for your board A meeting that doesn't have a clear purpose and well-thought-out discussion steps can turn chaotic when everyone is speaking, but none gives practical value. That's exactly why special "controlling and planning" instruments were created. Board chairs can now run a meeting using Robert's Rules of Order or follow the steps mentioned in the board meeting agenda to get the most out of a meeting. However, for various reasons, such as being nervous or overwhelmed with duties, a chair can lose track of time or forget to mention particular points. That's when a script for running a board meeting can help. A board of directors meeting script is basically "a scenario" of a board meeting. It's like a script for a play but for a board meeting. When writing a script, each meeting's phase is followed by concrete phrases to say or action items to perform so that the meeting goes smoothly. Note: Creating a so-called script that helps to oversee all the possible issues that can appear on the way is also one of the board succession planning best practices. The process of creating a chairman script for a board meeting starts long before the meeting itself. Below are the five main steps to follow to start writing a board meeting script. Before creating a script for a board meeting, think about what has to be done before the meeting to ensure its effectiveness. Think about preparing a board pack and meeting agenda and sending them to board members for familiarization, and make sure they're reflected in your future script. To make the meeting flow smoother, you should know beforehand what you'll talk about and what materials are needed. Additionally, you should know your audience so that you choose the right communication style. This is another reason why it's important to know which board members are attending the meeting. A script has to be in a form that's easy to follow for the chairperson. A script can be in print or prepared virtually with the help of software for board management. Such board portals offer various board management tools and ready-to-use templates of all essential board documents, such as a board meeting agenda template. Before creating a script, you should also know what items will be covered. It means clearly understanding the meeting's agenda and how to follow its stages. The items to cover usually depend on the meeting type and company size. For example, the script for a small non-profit board will be more concise. After noting the data about the meeting's purposes and expectations, you can start drafting a script. Typically, it should include not only the steps to take but also the words you're going to say at each stage of the meeting. Chairing the board meeting script usually includes and is based on the following components: Agenda. This is the basis you should rely on when preparing a script. The agenda gives you a clear understanding of the stages to cover during a meeting. Discussion topics. Having a list of mandatory discussion topics makes it easier to ensure they won't get missed. Action items. Action items ensure the effectiveness of the board meetings since they oblige concrete board members to perform concrete actions. Having those action items clearly stated in the script helps to ensure their execution or at least emphasize their importance. Robert's Rules of Order. Creating a script based on Robert's Rules of Order agenda helps to ensure structure during the meeting and helps the chairman control that board members mind them. When drafting a sample script of a board meeting, remember the following: Mind board members' communication styles. You should think of ways to conduct the meeting and keep everyone active, considering the diversity of the board. Don't surprise board members. Before a meeting, all board members should have received a copy of the meeting agenda so that they know the top discussion items. This helps to ensure that each board member is well-prepared for the discussion. Make sure to involve all board members in communication. An effective board chair gives every board member an opportunity to express their opinion and be heard or encourages communication if someone isn't eager to take part in a discussion. Consider a sample board meeting script. If you're creating a script for the first time, you might opt for a sample script of mock. You can check out a board meeting script example here and use it for inspiration, or rely on ready-to-use templates that some board portal software for online meetings for board provide. Additionally, you can create a basic Robert's Rules of Order cheat sheet, which will also help you to conduct meetings more effectively. A board chair should have a certain set of qualities to be able to perform their responsibilities.A list of a chairperson's key responsibilities and qualities for conducting effective board meetings is highlighted below. The main chair's responsibility is to guide board members and make sure everyone follows board meeting procedures. The full list of the general chairperson's responsibilities looks similar to the following: Act as the organization's representative. It implies presenting the organization's mission and goals to outside parties. Run general and board meetings. A chairperson is responsible for running board meetings and ensuring all the procedures and rules are followed. Ensure effective communication. A board chair should make sure everyone is actively engaged in the communication and is interested in reaching the company's goals. Manage the composition and structure of a board. A chairperson is responsible for regularly reviewing the size of the board and its diversity and adjusting it when needed. The effective board chair should: Know the business well Know how to establish effective communication Be objective Practice restraint Be assertive A successful board meeting script not only embraces the meeting itself but also covers the preparation and post-meeting phases. Below are the steps a board meeting script can include — we've divided them into those that are to be done before, during, and after the meeting. Before a meeting– Craft the agenda– Create the board pack– Distribute pre-meeting materialsDuring a meeting– Start a meeting properly– Recognize a quorum– Call the meeting to order– Approve agenda and minutes– Encourage communication and reports– Discuss old and new business– Closing the meetingAfter a meeting– Distribute minutes and follow-up materials– Cooperate with the corporate secretary on the next meeting's agenda Now, let's quickly review what each of the stages presupposes. The agenda is a meeting plan. It includes the discussion items and gives a chairperson an understanding of how to structure the meeting script. The board pack, or board book, includes documentation that should be reviewed prior to the meeting. It aims to provide board members with an insight into the meeting's main topics and prepare them for discussion. By preparing a board pack, a chairperson ensures that the board directors' focus will be on the right issues. Now, it's time to distribute all the board books to board members so they'll have time to review them and prepare to discuss them during the meeting. Opening board meeting script usually means addressing issues of personal or perfunctory nature, such as thanking retiring members and welcoming visitors and other members. "We want to thank [members' names] for being present at/making a contribution to this [organization's name] board meeting." The next step is to perform a roll call to make sure a quorum is present for voting. "The quorum to take vote is/isn't present." After making sure that a quorum is present, the chair calls a meeting to order. "The meeting of board directors of [company's name] is called to order at [time and date]." The next step is to approve the agenda for further discussion and meeting minutes from the previous meeting. Board members receive them with a board pack prior to the meeting. This is the moment when board members can suggest certain amendments to the agenda if they have any. If so, the proposed amendments are usually approved without voting. "The agenda and minutes were distributed in your board packs. Do you have any amendments to them?" "The minutes stand approved." — if there are no amendments."Are there any objections to making the suggested correction? The agenda runs as corrected." — if there are certain amendments. When the agenda and minutes are agreed upon, it's time for the speaker addressing the attendees to give the floor to the CEO or executive director, treasurer's reports, and committee reports. "[Name of the executive officer], Executive Director, will now present his/her report.""Now, the treasurer, [treasuer's name] will have his/her report.""It's time for [name of director] to present his/her [committee name] report." The next step is to go over the items that were previously discussed but remain unresolved and are ready for formal approval. "Is there any old business?" "We have a motion postponed to this meeting. Let's take a vote." After this, the board starts discussing new business. "The new business is now in order. Is there any business?" After discussing all agenda issues, the chair adjourns the meeting. "If there are no objections (pause) and no further business to discuss (pause), the meeting is then adjourned." As a part of the post-meeting stage, a chairperson should distribute post-meeting materials with action points for each board member to perform. This significantly facilitates decision-making. The last step is to work on the meeting notes and agenda items for the next meeting. This will typically include any unfinished business from the previous meeting that requires discussion and should be ready for a vote at the next meeting. A board meeting script for addressing all the agenda items helps the chairperson make sure all topics are covered and everyone's engaged in discussion. It's basically a "scenario" of an entire meeting that describes a board meeting structure and hints at what will be discussed at each stage. A meeting script is built on and includes the agenda, discussion topics, action items, and Robert's Rules of Order. A chairperson can create a sample print script or do it virtually by using board management software that also helps with conducting board meetings. Typically, the board meeting script is created by a chairperson together with the corporate secretary. The board meeting script is actually one of the ways to ensure that the board meeting is smooth and effective, as it helps to control every step of the process.