

Practical Board Meeting Skills

Business Challenge

This one day hands on workshop is designed to introduce prospective directors and board secretaries to essential board meeting skills and knowledge. It is also a good refresher course for current directors.

Learning Outcomes

- The essentials of effective agendas, agenda paper and minutes
- What should (and should not) be recorded in the minutes
- Recommended styles and formats for minutes
- Balancing formality with informality
- How a constitution (or lack of one) limits board powers
- How to use the potential power (and avoid the abuse) of meeting rules
- How to draft a Chair's Agenda
- Ensuring follow-up on board resolutions

Learning Content

- Procedural Motions
- Board Committees
- Minutes of Narration
- Minutes of Resolution
- Meeting Notice Requirements
- Special Meetings
- Annual Meetings
- Board Meetings
- Terms of Reference

Programme Structure

The workshop features hands-on exercises to develop practical skills as well as providing examples and templates for you to take-away as resources.

Duration: 1 day

Professional Development: Capable Governance

Further Development: Informational Transparency, Fiduciary Duties, Board Dynamics, Fundamentals of Small Business, Issues in Governance.