

# Effective Meetings

- Director and Chair meet and discuss next meeting
  - evaluate previous meeting
  - address unresolved issues
- Send information packet before next meeting
  - concise
  - read
- Frequency
  - schedule preparation time
  - be aware of demand on participants
- Committees
  - address emerging and continuing issues
- Agenda items
  - set time limits
  - identify items as action / information / advice
- When an issue is irresolvable, usually need more information
- Follow Robert's Rules
- Rubber stamping is OK
- Collective Wisdom
  - refer to the mission
  - get all the information needed
  - listen, listen, listen .... with respect
- Contribute NOW