

BOARD OF DIRECTORS: MEETING MANAGEMENT FOR CHAIRS/PRESIDENTS

PAGE HEADER

The following items are the responsibility of the Chair if the chamber is unstaffed.

- Distribute notice and materials in advance
- Review agenda so you are prepared
- Prepare any written reports and provide to chamber digitally and in advance
- Formulate your questions in advance
- Listen to all viewpoints before forming your final opinion
- Ensure all board members participate and have their ideas heard
- Minutes
 - Minutes are a legal record
 - Do not record side conversations or reminders in your minutes.
 - No audio is maintained once minutes are approved
 - Minutes are to be approved at next convened meeting
 - Motions should "stand alone"