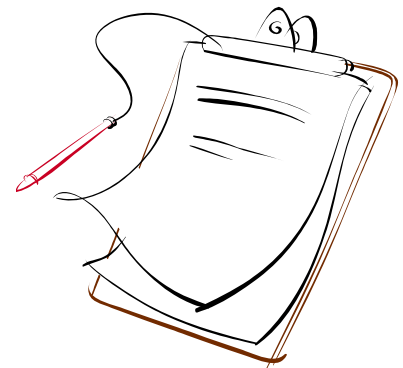


Facilitating and Effective Board Meeting

Dynamic boards don't just happen

Board specifics

- Orientation of members
- Calendar
- Expectations
- Vision
- Board's purpose-Constitution and By-Laws





Setting an Effective Agenda

- Timely manner getting information to members
- Agenda set by administrator and board chair
- Includes the following
 - Prayer
 - Approval of the minutes
 - Correspondence
 - Pastor report
 - Principal report
 - Committee reports
 - Old Business
 - Board in-service
 - New Business
 - Announcements/Calendar of Events
 - Next agenda topics

Next agenda topics

- Pending policy or project items
- Long range plans or needs
- New programs
- In-service
- Tabled items
- Budget



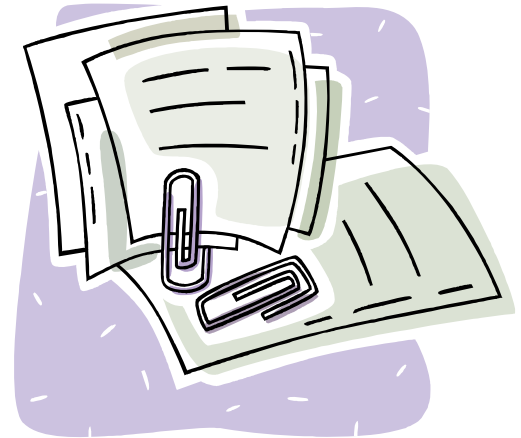


At the end of the meeting

- Establish action items
 - Who
 - What
 - When
- Set the date and place of the next meeting
- Evaluate the meeting
- Close the meeting on a positive note, prayer

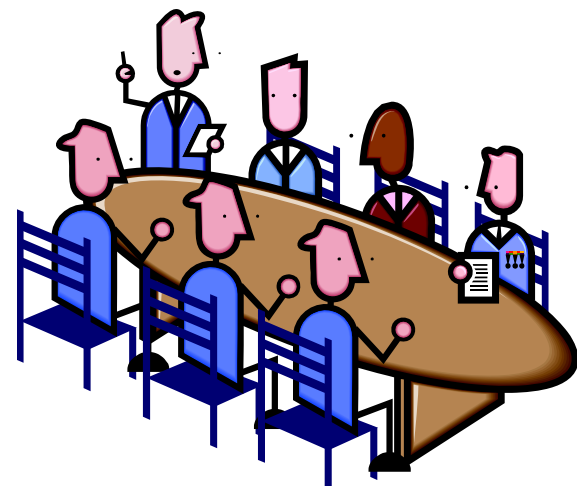
After the meeting

- Prepare the minutes and distribute them
- Follow-up on action items for the next meeting
- Committee meetings-reports



Set up the meeting room

- Make the meeting room conducive for the meeting
- Make sure all can see and hear
- Have name tags (tent cards)



Role of Chair/Officers

- Review information needed, make sure all have it
- Post agenda
- Start the meeting on time
- Review, revise and re-order the agenda if necessary
- Set clear time limits
- Review action items carried over from last meeting





Meeting guidelines

- Prayer
- Decision-making-consensus
- Courtesy and common sense
- Focus on the same problem in the same way at the same time
- Be sure someone is taking minutes
- Schedule participating guests early
- Schedule the most difficult item late enough so that the group has developed some momentum



Meeting guidelines

- Avoid putting two difficult items back to back
- If the same person is responsible for two lengthy items, separate them on the agenda
- Put expendable items or postponable items at or near the end so they can be dropped if the meeting is going too long
- Vary the order
- Assign responsibility for each item
- Consider what background information is needed so that board members can make a wiser more expeditious decision
 - Who will get it ready?
 - How will it be sent?



Determine School Advisory Board Priorities

- Strategic plan
- Effective Committees
- Policy Development
- Communication of Board Activities
- Board members as ambassadors
- Invitations to others to join the board
- Evaluation of board meeting
 - Board member self-evaluation
 - Evaluation of board as a whole



“Calendar” of Responsibilities

- Finances
- Projects
- Evaluation of the principal
- Information sharing
- In-service
- Consultation
- Looking ahead, one month, three months, six months etc.



Treat board members well

- Give members royal treatment, welcome and include others
- Thank for their service
- Give them recognition and praise
- Cultivate their generosity and willingness to serve



Funding the Future

- Who should we serve?
- Who are we best suited to serve?
- What steps do we need to take?
- What are our sources of funding today?
- What do we need to do to attract new funders?
- What value will our programming changes bring to the community?
- How do we evaluate ?



Evaluate, evaluate, evaluate

- What will your school be?
- Why does your school exist?
- To whom is your school important?



Teamwork is the answer

- Jesus Christ
- Pastor
- Principal
- School advisory board
- Parents
- Students
- Benefactors
- Parishioners
- Diocese