



Holding Effective Meetings

Description:

This tool provides a set of assessment questions and checklists.

How it can be used:

So much of what we accomplish is done through meetings. By assessing the five P's of effective meetings, you can improve both the processes and the outcomes of your meetings.

Systems and Practices: Holding Effective Meetings

Five P's Checklist

1. Purpose

- a. Why is this meeting being held?

- b. What do we need to achieve during this meeting?

- c. Where will we meet? _____

- d. How long will the meeting need to last? _____

2. Preparation

- a. Is the Agenda developed? _____

i. Does it clearly note the date, time, and location of the meeting? _____

ii. Does it clearly note the purpose of the meeting? _____

iii. Does it clearly note the specific topics to be discussed? _____

iv. Are timeframes noted to keep us on track? _____

v. Has the agenda been sent to people in advance, so they are prepared for the meeting? _____





vi. Do any other materials need to be sent in advance? _____

b. Have logistics been considered? _____

i. Is the meeting location booked? _____

ii. How will the room be set up? _____

iii. What equipment is required? (e.g., projector, screen, etc.)

iv. Do we have/need a budget for this meeting? _____

3. Process

a. What is quorum? _____ Do we have quorum? _____

b. Do we have a process for motions and voting? _____

i. Have we done due diligence to understand the motions? _____

ii. What process do we use to vote or support decision-making? (e.g., show of hands, standing vote, secret ballot, roll call, etc.) _____

Do we use majority rule or another method? _____

iii. Do we have a policy about the Chair voting? _____

iv. Do we ensure the decisions and any actions required are identified in the meeting minutes or summary? _____

c. Do we have a policy and practice related to Conflict of Interest? _____

d. How do we handle disagreements within the Board?

e. How do we keep a record of our meetings?

i. Do we have a secretariat, or a recorder identified? _____

ii. Do we have detailed minutes of our meeting or a summary of key decisions and Action Items? _____





- iii. When have we committed to having meeting minutes/summary sent out to the Board members? _____

4. Participation

- a. Are we clear on who will participate? Is it the Board or are we inviting other individuals with pertinent knowledge or expertise?

- b. Is the Board Chair clear on their responsibilities? _____

The Chair is responsible for:

- i. being a model of respectful behaviour
- ii. maintaining harmony in the Board
- iii. keeping the Board focused on the meeting desired outcomes
- iv. ensuring the meetings are productive and on time
- v. ensuring the participation of all Board members
- vi. keeping the discussion focused on the agenda items
- vii. being courageous when addressing members who are disrespectful or not contributing
- viii. facilitating decision-making and closing the meeting

- c. Are the Board members clear on their responsibilities? _____

Board members are responsible for:

- i. attending all meetings;
- ii. coming prepared to the meeting having read all meetings materials;
- iii. arriving on time to the meeting and staying for the duration;
- iv. sharing their insights and ideas;
- v. listening respectfully to the ideas of others;
- vi. raising valid concerns;
- vii. participating in sub-committees if necessary.

5. Post-Meeting Evaluation

- a. Do we practice *continuous improvement* by evaluating our own meetings? _____

- b. Do we have a template or consistent approach our Board uses? _____

For example:





- i. What did we do at the meeting that worked well for us?
- ii. What happened that we would not like to happen at future meetings?
- iii. Are there any bad habits that we keep repeating?
- iv. What can we do to improve?

