

Board Meeting Timeline

Develop Agenda	Prepare Pre-read	Pre-meeting	Post-meeting
<p>Do check-ins</p> <ul style="list-style-type: none"> <input type="checkbox"/> ED check-in with senior staff re needed actions <p>Identify matters to be approved</p> <ul style="list-style-type: none"> <input type="checkbox"/> identify need for formal board approvals and related approval requirements (e.g., advance notice, vote required) <input type="checkbox"/> check-in with board committee chairs <input type="checkbox"/> prepare consent agenda resolutions <p>Prepare agenda</p> <ul style="list-style-type: none"> <input type="checkbox"/> ED and Board Chair generate draft agenda <input type="checkbox"/> advise relevant committee chairs, staff, and third parties about participation in meeting <input type="checkbox"/> determine need for executive session at end of meeting 	<p>Carry out staff work</p> <ul style="list-style-type: none"> <input type="checkbox"/> develop regular and meeting-specific pre-read and presentation materials <input type="checkbox"/> develop legal materials as needed for formal approval items <p>Review materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> finalize minutes from previous meeting <input type="checkbox"/> ED reviews draft pre-read and presentation materials <p>Prepare pre-read</p> <ul style="list-style-type: none"> <input type="checkbox"/> include meeting minutes from previous board meeting(s) <input type="checkbox"/> include agenda for upcoming meeting <input type="checkbox"/> include meeting logistics information <input type="checkbox"/> include regular ED, committee, financial, and program updates <input type="checkbox"/> include consent agenda resolutions <input type="checkbox"/> include meeting-specific materials 	<p>ED and Board Chair review</p> <ul style="list-style-type: none"> <input type="checkbox"/> discuss and confirm pre-read materials, agenda, and meeting plan <input type="checkbox"/> discuss need for and carry out any pre-meeting conversations with individual directors <input type="checkbox"/> discuss need for and invite meeting observers (such as prospective board members [and honorary members]) <p>Meeting presentation prep</p> <ul style="list-style-type: none"> <input type="checkbox"/> ED reviews final presentation materials <input type="checkbox"/> rehearse presentations, if needed <p>Distribute notice and pre-read</p> <ul style="list-style-type: none"> <input type="checkbox"/> send meeting reminder to directors, staff, third party participants, and observers [and honorary members] <input type="checkbox"/> send pre-read materials <p>Confirm meeting logistics</p> <ul style="list-style-type: none"> <input type="checkbox"/> confirm conference dial-in instructions <input type="checkbox"/> confirm hotel reservations, room reservations, catering needs, etc. as appropriate 	<p>Debrief meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board Chair and ED confirm needed follow-up actions if any <input type="checkbox"/> distribute meeting hand-outs to absent board members, if needed <p>Debrief with staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> ED briefs staff as appropriate <p>Update minute book</p> <ul style="list-style-type: none"> <input type="checkbox"/> Secretary finalizes and signs previous meeting minutes as approved by board <input type="checkbox"/> Secretary inserts final minutes in corporate records <p>Distribute meeting minutes</p> <ul style="list-style-type: none"> <input type="checkbox"/> prepare meeting minutes promptly after meeting <input type="checkbox"/> distribute draft minutes to Secretary and Board Chair for review