

## **Effective Board Meetings**

During the first few years, while your Friends of the Library group is being organized, you may want to consider meeting every month, except during July and August. You should also plan for an Annual General Meeting during one of those months.

Once the location, day and time of your Friends' regular Board meetings have been determined, find a volunteer willing to make reminder phone calls to Board members and potential Board members, about a week ahead, to remind people of the upcoming meeting. For those who have e-mail, a brief e-mail message, along with the agenda and minutes of the last meeting (if available), reminds people that the regular meeting is coming up.

Don't forget to send the Friends' Library liaison staff person and the Trustee representative the reminder e-mail and attachments.

Ensure the location, day of the month and meeting time are noted in your By Laws and in your brochures, in the Library's newsletter and on the Library's web site. The chairperson should determine a specific order of business that maintains an orderly flow for the meetings.

A fairly detailed agenda is important to ensure all necessary business is covered.

Be as productive as possible. Ensure opportunities for brainstorming and discussion. At the same time, try to keep the discussion on track.

Make sure the Secretary has a copy of the agenda, financial reports, Committee reports and any other information for the meeting to keep in the Friends archival files.

## **Chairperson's Responsibilities**

### **Before Meetings**

Plan the meeting carefully, reviewing minutes or notes of the last meeting.

Prepare the agenda in advance.

Distribute the agenda and related material several days in advance by e-mail.

### **Begin Meetings**

Start on time and make sure those in attendance are noted by the Secretary.

Introduce visitors and/or new board members.

Approve minutes of the last meeting.

### **During Meetings**

Focus on the issues at hand. It is the responsibility of the Chair to keep discussion on track.

Follow the agenda.

Have a standing item on the agenda for **Upcoming Events** between this meeting and the next so that everyone knows what is coming up and to recruit volunteers at the Board meeting for those events.

Establish action items: who, what, when.

### **End Meetings**

Announce the date and time of the next meeting and note any agenda items to consider for the next meeting.

Adjourn meeting and end on time.

### **After Meetings**

Begin planning for next meeting.

E-mail agenda and minutes to all board members.

Follow-up on action items.