

HOAMCO – *Best Practices*



Preparing for Decision Making at Meetings

The board meeting is the end of the decision making process . . . not the beginning. Below are some pointers that will assist you in planning for an effective meeting:

- Set up an annual calendar of board meetings at a fixed time and place.
- Schedule meetings often enough to allow for timely attention to matters requiring an action or decision by the board.
- Involve key players in the meeting preparation, to include your board liaison – normally your board president – and those who are providing reports or presentations.
- Prepare your board members to make decisions.

A manager has the responsibility to see that information necessary for decisions is gathered, disseminated, and adequately presented. Therefore, be sure to provide information to the board early enough so directors can read and absorb it before the meeting.

Helping better prepare your board members for the many important decisions they make will help the meetings progress from decision to decision in an orderly and progressive manner.