

Elements of Effective Board Meetings

1. Written Agenda
2. Copies of Previous Meeting Minutes
3. Copies of Financial Report
4. Copies of any new and relevant information to be discussed and presented
5. Officers understand roles and responsibilities
6. Conduct meeting utilizing parliamentary procedure as set forth by *Robert's Rule of Order*
7. Maintain a Corporate Records Book that contains past minutes, by-laws, articles of incorporation, and board member information
8. Board book for each board members that contains minutes from previous meetings, by-laws, articles of incorporation, and other policy relevant information