

# Effective Board Meetings – Tips & Traps

PfCONA – May 11, 2015

“*Effective* is defined as “adequate to accomplish a purpose; producing the intended or expected result.”

**Synonyms:** capable, competent. *Effective*, effectual, efficacious, efficient refer to that which is able to produce a (desired) effect. *Effective* is applied to that which has the power to, or which actually does, produce an effect: an effective action, remedy, speech.” source: dictionary.com

## Traps – Write in your example. Suggest way out!

Quorum (attendance)	Dictatorial or indecisive chairperson
Meetings are too long, too frequent, infrequent	
Rambling, Unfocused, Confusion, Ambiguity	
Conflicts of interest, business dealings	
Poor accountability, incomplete work	
Lack of interest, apathy	
Rumor, gossip, personal conflict	

## Tips for Best Practices. Write in “how to” examples.

Robert Rules of Order (simple)	
Advance agenda with topics and time limits	
Assignments made and followed-up	
Clear, accepted decision making process	
Calendar cycle for board planning	
Action-oriented minutes, public documents	

## Texas Laws for HOA Boards

<http://www.texasshoalaw.com/> by Gregory Cagle

# Effective Boards: HOA, Nonprofits

By Clay Leben, May 11, 2014

## Keys To Success

### 1. Every member knows the shared board responsibilities & functions.

- Fiduciary role – must see that money used as intended
- Knows laws and regulations applicable to Texas HOA and nonprofits

### 2. Board works together as supervisory TEAM.

- Oversees work of management staff or volunteers
- Develops policy for decision making, voting etc.
- Plans and delegates activities and tasks
- Shared group identity developed from team work results

### 3. Develop Alignment of Vision, Goals, and Work Plans

- Vision – Our community values
- Goals – Expressed as desired results that can be described
- Work Plans – Responsibilities and Authority and Tasks

### 4. Organization of Time and Responsibilities

- Agenda based on decision process and change process. Control the time and focus, deadlines.
- Committee structure and co-officers encourages delegation and engagement
- Minutes always kept of decisions and votes. Available to residents.
- Allow flexible time for discussion, reviews, and new agenda items. Schedule “retreat” annually.
- Follow an organizational calendar: budget, planning work, and elections

### 5. Manage Personalities and Conflicts

- Respect and value everyone's point of view, opinions, contributions to organization
- Diversity of roles: Task behaviors, group maintenance behaviors, gate keeping behaviors
- Allow time for reflection, listening, cooling off (table decision), more time or information
- Encourage questions etc. about motivation, understanding, feelings, and readiness to commit
- Develop mediation process to bridge gaps (use 3<sup>rd</sup> party expert to help communication)