

# Effective Communication & collaboration on a Board



## 1 Understanding the Role of Committee Members

**Key Tip:** Before applying for a board position, ensure you understand the role, responsibilities, and time commitment.

- Obtain and review the role description or position description.
- Familiarise yourself with club bylaws.
- Speak with past committee members for insights.

## 2 Maintaining a Strategic Focus

- Keep the strategic plan central to discussions and decisions.
- Regularly review and update the plan to align with current objectives.

**Practical Tip:** Have a hard copy of the strategic plan available during meetings to maintain focus.

## 3 Effective Communication and Collaboration

- Foster clear, prepared, and focused discussions during meetings.
- Respect others' time by setting agendas and distributing documents in advance.
- Be open to different perspectives and encourage respectful disagreements for better outcomes.

## 4 Leadership and Accountability

- Lead by example and practice gratitude for others' contributions.
- Listen actively to members and communicate their voices to the board.
- Hold yourself and others accountable for their roles and responsibilities.

## 5 Continuous Development

- Take advantage of professional development opportunities provided by the state, branch, or club.
- Broaden your skills to enhance both individual performance and board capacity.

## 6

## Leaving a Positive Legacy

- Strive to leave the organisation in a stronger position than when you started.
- Remember the common goal: working together for the organisation's benefit.

## Tips for Productive Board Meetings

- **Agenda Setting:** Create a time-sensitive agenda and share it beforehand to keep meetings on track.
- **Preparation:** Ensure briefing papers and reports are distributed in advance for informed discussions.
- **Encourage Robust Discussions:** Respectful disagreement leads to diverse perspectives and stronger decisions.

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