



How To Prepare For And Run An Effective Board Meeting

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To maximize the impact of pro bono engagement by connecting a network of attorneys with nonprofits in need of free business legal services.

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- In order to be a client of Pro Bono Partnership of Atlanta, an organization must:
 - ✓ Be a 501(c)(3) nonprofit.
 - ✓ Be located in or serve the greater Atlanta area.
 - ✓ Serve low-income or disadvantaged individuals.
 - ✓ Be unable to afford legal services.
- *Visit us on the web at www.pbpatl.org*
- We host free monthly webinars on legal topics for nonprofits
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The Purpose of a Board Meeting

- A. Two different but not diametrically opposing views of board meeting purpose
 - 1. Download of information
 - 2. Opportunity to dialogue
- B. Number of board meetings
 - 1. Annual meeting
 - 2. Auditor report
- C. Attendance in person or by phone

How to Prepare

A. Agenda

1. Develop your agenda by soliciting input from staff and committees (if any) and other board members
2. Prepare the agenda
3. Distribute the agenda in advance
4. Bring copies to the meeting

B. Minutes

C. Other materials

1. Staff reports
2. Thought pieces or white papers for dialogue
3. Committee reports

How to Run the Board Meeting

- A. Call meeting to Order on time
- B. Introductions
- C. Read and approve minutes
- D. Old business
 - 1. Committee Reports
- E. New business
- F. Financials
- G. Other
- H. Close meeting (on time)
- I. Executive Session (optional)

Sunshine Laws

O.C.G.A. 50-14-1, 50-18-70*

Apply to any nonprofit organization that receives at least a third of its funds from state or local tax revenues

1. Meetings

- a. Meetings occur when by prior arrangement there is a quorum of the members present and public business is being presented discussed, or voted upon
- b. Notice must be given as to the time, date and place of regular meetings

*See Your Attorney!

Sunshine Laws

O.C.G.A. 50-18-70, 50-18-71*

2. Records

- a. All documents prepared and maintained or received in the ordinary course of operation
- b. Public records must be produced within three days of written request.

Board Meeting Documents

- A. Board books
- B. Agenda
- C. Minutes
- D. Financials
- E. Staff Reports
- F. Committee Reports
- G. White Papers
- H. Media/press clippings
- I. Board of Directors contact information

Roles & Responsibilities

- A. Chair/Vice Chair
- B. Secretary
- C. Treasurer
- D. Committee Chairs (standing and/or ad hoc)
- E. Staff

Follow-up

- A. Minutes
- B. Action Items
- C. Executive Committee
- D. Committees – standing or ad hoc
 - 1. Finance
 - 2. Event
 - 3. Nominating & Governance
 - 4. Membership
 - 5. Advocacy

Do's and Don'ts

Do's

1. Start on time
2. Keep meeting on track
3. Stimulate debate
4. Follow By-laws re quorum and voting
5. Prepare ahead of time
6. Follow basics of parliamentary procedure
7. Recognize your volunteers and paid staff liberally
8. Do leave time for executive session

Don'ts

1. Don't start late
2. Don't plan to do too much
3. Don't let debate run on too long
4. Don't deviate from the agenda
5. Don't ignore time limits set



Questions?



For More Information:

If you would like more information about the services of Pro Bono Partnership of Atlanta, contact us at:

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