



EFFECTIVE BOARD MEETINGS FOR HEALTHCARE BOARDS

From frustration to focus in three easy steps

THOUGHTFUL AGENDA PREPERATION

- ☐ The framework for board meeting agendas should follow strategic plan priorities and/or key board responsibilities.
- ☐ Clear, actionable agendas include information on meeting priorities and goals, results desired for each agenda item (action, discussion, education, etc.), and agenda item timeframes.
- ☐ Prioritize agenda items to ensure that action items, strategic issues, and time-sensitive topics are placed at the top of the agenda.
- ☐ Include an item at the end of the agenda for the identification and assignment of follow-up items.
- ☐ Reduce or consolidate agenda items to a reasonable number of topics for the meeting's duration.
- ☐ Implement a consent agenda for routine matters not requiring discussion or verbal presentation so the board can act quickly and reserve meeting time for discussion on other topics.

ESSENTIAL MEETING PREPARATION

- ☐ Develop a goal for how much of board meeting time should be focused on topics such as quality and the external healthcare landscape (e.g., 10 to 20 percent of meeting time) and begin working toward it.
- ☐ Distribute meeting packets sufficiently in advance to allow busy board members time to review and think through the meeting's issues.
- ☐ Ensure that meeting materials are in an accessible format that summarizes the information and guides board members to the most important, time-sensitive issues. Consider using a standard meeting agenda item cover sheet for every topic.
- ☐ [Click here to download this sample meeting minutes agenda.](#)



"Your most precious resource is time. Making the greatest impact with that time is what we can help you do."

Karma Bass
CEO + Co-Founder

MASTERFUL MEETING FACILITATION AND GROUP PROCESS

- ☐ Develop the discipline of adhering to the stated start and end times for the meeting and agenda items; agree ahead of time what to do if the discussion goes over the allotted time.
- ☐ Develop and reach agreement on a list of basic meeting “ground rules,” including discussion etiquette and agreed upon procedures, in order to keep the meeting on track.
- ☐ Consider using a “parking lot” when valuable but off-topic ideas arise. Develop a process for bringing this issue forward later, either as future agenda items or for discussion at the end of the meeting.
- ☐ Encourage debate and active deliberation prior to taking action on any significant issue. Take time to discuss each viable option even when management has a clear recommendation. This discipline should be followed particularly when the board’s decision may be subject to outside scrutiny.
- ☐ Invite more reserved board members to speak before giving members a second chance to comment on an issue.
- ☐ Have the board chair actively solicit the perspective of board members who do not regularly speak in meetings. This fosters inclusiveness and ensures the board benefits from the expertise of the entire group.
- ☐ Observe whether the entire board is attending to the presentation or speaker. Pause if side-conversations occur and invite that input to the larger group.
- ☐ Implement a meeting evaluation after both board and committee meetings to assess mechanics and results of the meeting.
- ☐ Recognize and regularly thank board members for their contributions. Board members who feel appreciated will likely be more engaged and want to participate.
- ☐ Discuss and reach agreement on how the board will make decisions as a group.

With over 25 years of experience in healthcare governance, ViaHCC offers invaluable insights and guidance to enhance organizational effectiveness. Book a call today to unlock the benefits of working with Via Healthcare Consulting.

 www.viahealthcareconsulting.com

 760 814-8578

 info@viahcc.com

