

Guiding Principles

Goals

- To establish and maintain interest of Board Members
- To exceed a legal quorum at each meeting
- To maximize participation at meetings

Simplicity

- Deal in basic, big picture concepts as much as possible.
- Allow Board to view and comment on the workforce system at the 30,000-foot level by not bogging down in minutia and operational details.
- Keep jargon and acronyms to a minimum.

Corporate Appeal

- Craft agendas, presentations and materials in a manner that respects the members' time, presents a professional image/identity, and provides a good basis for making decisions.
- The use of technology, graphics, rehearsal and vetting of presentations, and well-organized, meaningful materials are critical.

Participation

- Elicit participation and create agenda topics / planned exercises, / check-in process.
- Allow members to briefly report on relevant news from their geographic or sector-related area of interest.

Innovation

- Encourage innovative thinking and the exchange of ideas.
- Create opportunities for members to submit, present or relay innovative approaches and concepts.
- Incorporate best practice / creative / innovative examples into presentations to the board by staff and guests.

Accomplishment

- Identify opportunities for board members to leave each meeting with a sense of accomplishment.
- Chair to summarize what has been accomplished at adjournment.

Administrative

- Minimize administrative activities and board involvement in managerial issues.
- Reduce meeting time devoted to responsibilities (approvals and adoptions, etc.) required by law by providing documents in advance of meetings and collecting comments and input at the meetings.