

Tips For More Effective Virtual Board Meetings

For Meeting Chairs

① Agenda

Have an agenda and know who will lead each discussion.

⑤ Breaks

Schedule a break if it's a long meeting. (And, don't forget to end the meeting on time.)

② Roll Call

Wait until after everyone has settled in to take roll call so that you are not repeating yourself 6 times.

⑥ End of Mtg

Ask 4 questions at the end of your meeting, (a) did we accomplish what we needed to get done, (b) what could we

③ Spkg Time

Ensure you've heard from each director; you may need to call on him or her directly.

⑦ End of Mtg

have done better, (c) what are our follow-ups, (d) what should be on the next agenda?

④ Desktop

If you are sharing your desktop, be sure to close private windows.

⑧ Minutes

Ensure the minutes are drafted promptly and note that every participant could hear (be seen) and be heard.

For All Participants

① Be Ready

Log-in/dial-in 5-10 minutes early so you can make sure your technology is working.

② Mute

Know where the mute button is and use it to eliminate bothersome background noise until you speak. [Caveat, in today's challenging, work from home environment, participants understand \(and may welcome\) a few distractions, e.g. a child asking how much longer you will be on the phone.](#)

③ Dress

Although dress for virtual meetings is more "casual Friday," assuming there's video, dress appropriately. Client meetings may require different dress than department meetings. [Caveat, in today's environment, more casual is often accepted by co-workers, maybe others.](#)

④ Speak Up

Speak up and clearly. Be sure your mic is on, and you take yourself off mute. (Use the mute button when you are not speaking.)

⑤ Movement

If there's video, remember your body language is more likely to be noticed in video meetings, then during in-person meetings.

⑥ Be Mindful

Be mindful of confidentiality, in virtual meetings, particularly those without video, it can be easy to forget who's in the "room."

⑦ Be Nice

Don't interrupt other speakers. Particularly when there's no video, it's hard to know when to start talking. Listen closely for a pause, then speak.

⑧ Focus

Stay focused. Don't let your mind, or your eyes wonder to unread email.