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TIPS TO BE A SUCCESSFUL PRESIDENT/CHAIRPERSON

TIP

1

PREPARE AN AGENDA AND STICK TO IT

Create an agenda early and be prepared to keep discussion in order and on the agenda topics.

TIP

2

BE AN IMPARTIAL FACILITATOR

Lead the discussion, ask questions, engage with members.

TIP

3

ENCOURAGE THE COMMUNITY TO ACTIVELY PARTICIPATE

Be ready to listen, allow participants to speak and share their ideas and concerns.

TIP

4

MAINTAIN DIGNITY AND DECORUM

The president/chairperson should create a respectful environment that inspires fellow board members.

TIP

5

DOCUMENT DISCUSSIONS AND NEXT STEPS

Delegate a person to document the discussion, decisions made, and next steps.

