

## **How to run successful virtual board meetings**

### **Pre Meeting**

1. Not all trustees are tech savvy, ensure everyone is set up and have tested the technology in advance of the meeting
2. Have a back up plan if someone's technology fails eg what's app or facetime to get them back into the meeting
3. Ensure your channel of communication is secure, also consider the platform you use to share papers and its security settings

### **The Meeting**

1. Nothing fundamentally changes except the channel you conduct the meeting through, meetings should still be about planning and evaluating, making decisions, solving problems and strategically setting plans or policies.
2. Without eye contact people are easily distracted, leave the video setting on but educate people on the use of the mute button to limit background noise
3. Continue to have a set agenda and work in break times, don't be afraid to reconvene, this is one aspect that is much easier virtually
4. Body language and social cues are missed, people can speak for too long, some can be over eager to contribute and the normal clues to this will be missed – Chair's need to keep this in mind and develop new skills to move the meetings on
5. Board meetings can be like "herding cats" at the best of times – ensure your chair is in control, develop cues for when people can speak, ensure everyone takes part

### **Post Meeting**

1. Ensure the minutes are produced in a timely manner, and attendees noted
2. Ensure actions are included and accountability and timescales set
3. Evaluate the process, how can you refine virtual board meetings, what worked and what needs adapting – virtual meetings aren't just for Covid-19 so perfecting them will be useful