



BOARD MEETINGS

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Module Content



- How to conduct effective Board meetings

Module Objectives



By this module's end, participants will be able to:

- Identify good practices for **effective board meetings in a physical and virtual environment**



PLENARY DISCUSSION:

#1 = Chairman

#2 = Executive Director

#3 = Non-executive Director

#4 = Corporate Secretary

What are the roles of these board members in conducting meetings and follow-up?

Part 1 - Conducting Board Meetings



- Appropriate board meeting **duration**
- **Balance** of decision-making, ratification, informing
- **Chairman's role** in managing discussions, dissent, voting
- **Information requirements**, including presentations from management and board committees
- **Delegation** to board committees
- **Monitoring** performance

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Board Leadership, Procedures



- Create a climate of **trust**
- Foster **constructive** dissent
- Constructively **evaluate strategic** options
- Ensure individual **accountability**

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Executive Meetings of Non-Executives



- Regularly **scheduled**
- Normally held on the **same days** as the regularly scheduled board meetings
- Chair of the **nominations or corporate governance** committee normally **chairs** the session



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Guidelines for Virtual Meetings



- Purpose and **Authority**
- **Number** of Participants
- Virtual meeting **procedures** for:
 - ✓ registration, confirmation of quorum, chairing the meeting, participating, voting/polling, recording or taking minutes

Guidelines for Virtual Meetings



- **Type and reliability** of the technology
- **Access** to the technology by **majority** of participants
- **Training** of participants on the **proper use** of the technology in use
- Availability of an **ICT expert** and **backup** equipment

Etiquette for Virtual Meetings



- Review materials **in advance**
- Optimise **set up and lighting** for video conferencing
- Be aware of **surroundings** eg. Background, privacy, noise
- Join at the **latest 5 minutes** before the meeting starts
- If meeting is ongoing, **identify yourself** on the chat box

Etiquette for Virtual Meetings (cont.)



- **Dress** appropriately
- **Mute microphone** when not talking
- Only **talk when allowed** by the Chairperson
- Project your voice to **be audible** when speaking
- After you **finish talking, signal** to the Chairperson that you are over

Etiquette for Virtual Meetings (cont.)



- Do **not interrupt** other speakers
- **Avoid eating or drinking** during the meeting
- **Avoid unnecessary movements** during the meeting
- Turn **off or silence** your phone
- Ensure **proper focus and attention** including not working on other papers on your computer or phone

Etiquette for Virtual Meetings (cont.)



- Close down all other apps or browser windows to **avoid notifications on the device** your are connecting on
- Take measures to **protect sensitive information**
- **Remain professional**, including use of professional language and gestures

Courtesy: ICS GG 005

Part 2 - Automation



Automation of Board paper reviews and meetings

Ms. Peninah Ombiso

Q&A



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