

## **UB School of Management Board of Directors Committee Meeting Tips**

Why?

- Much of the work of the SOMAA board is completed through the work of its ad hoc and standing committees. The success of SOMAA is based on the success of its committees.
- Board members have noted that the most difficult part of accomplishing their committee work is scheduling meetings and follow up.
- Over the past few years, more board volunteer members are participating on our committees. Full engagement of these (and all) committee members leads to a better SOMAA experience.

We hope you find the following tips to be helpful:

1. **Conduct your first committee meeting face-to-face.**
2. **Conduct subsequent meetings via telephone.** Telephone meetings take less time and remove the issue of distance. SOMAA uses Webex as its conference call scheduler program. If you would like to schedule a conference call for a committee meeting, please contact the Office of Alumni Engagement to obtain the “call in” telephone number and “meeting” number.
3. **At the end of each meeting, schedule your next committee meeting** and stick to that date even if only a few committee members can make it.
4. **Throughout the meeting, the committee chair, vice chair or designated meeting facilitator should track “to do’s,”** noting the name of the person who has agreed to do the particular task. At the end of the meeting the list of “to do’s” should be again noted so that each person knows his/her assigned tasks.
5. **Immediately following the meeting,** the chair, vice chair or designee should send the list of “to do’s” to committee members and include the date, time and conference call instructions for the next meeting.
6. **Two or three days before the next meeting,** the chair, vice chair or designee should send a reminder to the committee members including the information from #5.
7. **The agenda for the meeting will be the progress made on each of the “to do’s”** along with any new information that may need to be communicated or discussed.