

The Art of Being an Effective Chair and Chairing Well

9.30 am	Registration and coffee
10.00am 10.15am	Introductions Fundamentals of governance <ul style="list-style-type: none"> • What every chair of the board or every chair of a committee needs to have a deep understanding of
	Role of chair <ul style="list-style-type: none"> • The chair's role • Requirements of the role • Characteristics of a good chair • Do's and Don'ts Relationship of chair with their board/committee members <ul style="list-style-type: none"> • Keeping board/committee members engaged and interested in governance
	Board Committees <ul style="list-style-type: none"> • Fundamentals of committee effectiveness • Common reasons why committees don't function effectively
	A planned approach to ensure the effectiveness of the board/committee <ul style="list-style-type: none"> • Planning and preparation for the year • What needs to be done before and after each meeting • Minutes of meetings and rolling actions required chart
	The art of chairing a meeting <ul style="list-style-type: none"> • Tips for chairing a successful meeting • Getting behaviours right in meetings • Dealing with poor behaviour at meetings • Dealing with conflict on the board/committee
1.00pm	Lunch
2.00pm	Case study – delegates work in groups to find solutions
	Relationship with CEO and staff <ul style="list-style-type: none"> • Getting the right balance between support and challenge • Julia Unwin's 5S model for high performance boards/committees • Meetings without staff
	Relationship between the board and its committees <ul style="list-style-type: none"> • Clarity of delegation from the board to committees • Committees reporting back to the board (after each meeting and annually) • Reflecting on the committee's effectiveness and ensuring the committee adds value to the governance process
4.00pm	End

© Dorothy Dalton 2006 - 2018

There will be a 15 minute break for tea/coffee at about 11.15am and again at about 3.00pm