

Percent of Time in Board Meetings

The most effective boards are intentional about how they spend their time in meetings. Successful discussion is facilitated and strategic. While there is no magic formula for time spent discussing the past, present, and future, there are indicators of effectiveness and engagement.

For example, if an overwhelming amount of time is spent on the past, then that is an indication that you are not spending board time solving for the challenges of tomorrow.

Definitions

Past — previous period financial statements, annual audit, Form 990, meeting minutes, committee reports, director reports, and old business.

Present — current period financial statements, cash flow, current year opportunities or challenges, evaluations, fundraising initiatives, new business, and cyclical topics that occur in an annual board meeting cycle.

Future — budgeting and financial forecasting, planning, board recruitment, potential opportunities or challenges, and strategic initiatives that identify long term goals and the framework to achieve them.

	Board Chair	Chief Executive
Amount of Time Spent on the Past		
Amount of Time Spent on the Present		
Amount of Time Spent on the Future		