

## Four Steps to Help the New or Nervous Chairperson

By Patrick H. McGaughey, IOM

**Step number one;** meet before the first board meeting and choreograph the entire agenda. Do this even if your new chairperson thinks they have it all down. Tell them that one little curveball can throw the meeting way off track.



**Step number two;** begin as a team. Promise to position yourself next to the chairperson to be watching for negative body language around the boardroom. Tell her/him that you will privately point out a board member that you believe needs attention. You are a team.

**Step number three;** place all program and event announcements at the top of the agenda so you don't have to rush through them at the end. When you rush at the end, it lowers the value of the announcements and makes the meeting appear poorly managed. Protect your chairperson's image.

**Step number four;** remind your new chairperson to call for a motion and a second before you discuss minutes, finance report and/or any action item on the agenda. Motions allow the chair to call for the question and end the discussion.

These four steps will keep a new chairperson too busy to be nervous.



Patrick can be contacted at:

E-Mail: [pat@chambermentor.com](mailto:pat@chambermentor.com)

Telephone: 1-800-545-3610