

Program: <b>Management</b>	<b>Tips and Tricks for Running an Effective Regional Board Meeting</b>	Identifier: MGT EXPO 217 Page 1 of 3 Revision: 2 Effective Date: January 2015
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<p><b>Tips and Tricks for Running an Effective Regional Board Meeting</b></p>
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Identifier	MGT EXPO 217
Effective Date	January 2015
Class Length	1 hour 15 minutes

Change Summary	
November 2013	Module Developed
September 2014	Lesson Plan Revised
December 2014	Finalized and Posted

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## 1. Lesson Plan Goals

To help Regions understand the importance of Regional board meetings in achieving success in obtaining goals and objectives.

To give each Regional representative the opportunity to brainstorm ideas for Regional board Members (RBMs).

## 2. Class Length

1 hour 15 minutes (Allow time for questions and discussion during this time.)

## 3. Instructor Requirements

Management Instructor  
Advanced Management Instructor at AYSO EXPOs

## 4. Prerequisites – None

## 5. Learning Objectives

- To understand the process of running a effective Regional board meeting.
- To help board members understand they have an integral part in each board meeting.

## 6. Materials/Equipment

- Power Point Presentation (PPP)
- Laptop Computer
- Flip Chart
- Markers
- Pencils
- LCD Projector
- Screen (optional)

## 7. Special Instructor Notes

### General

- Early in the class, you should assess the level of experience of the attendees in this workshop and find out which board members are present. The course is best if there are multiple RBMs in attendance from the same Region.

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- After the introduction of the instructors, any housekeeping items should be covered. Start with the overview of the information which each student will go away with and how that information empowers them to be more effective participants at a Regional board meeting.
- Input from the class can be captured on an appropriately positioned flip chart.
- If the group is small suggest that the participants share contact information for networking, problem solving and mentoring.
- If giving this workshop at a Region or Area level, a much more informal approach can be taken. Arrive early enough to arrange the room that best fits the venue and anticipated number of participants. Keep in mind what room arrangement lends itself to this workshop.
- Watch your time during the presentation so that you will be able to answer questions. The more participants in the workshop, the more questions there will be.
- For responses from the attendees, you may use a flip chart to list additional ideas from participants.
- For any questions from the attendees, or for responses to questions asked, be sure to repeat each question or key responses for the attendees.