QNET Presents:

Effective Board Meetings: Minutes, Rules of Procedure & More

Wednesday, November 25, 2009 – 8:45 a.m. to 12:00 noon

The bulk of the board's work happens at board meetings. As boards strive to be more effective in fulfilling their roles and responsibilities, board chairs and board members require an understanding of the framework that supports each board meeting. Understanding rules of procedure and proper recording of meeting minutes are vital to the operation of a board.

Learning objectives:

- Structuring the board agenda
- Creating an effective board package
- How to record minutes of board meetings
- Handling confidential matters
- Introduction to Robert's Rules
- Strategies for implementing meeting rules of procedure

Facilitator: Priti Shah

Priti Shah is a lawyer, mediator, arbitrator, investigator and facilitator and operates PRAXIS *Conflict Consulting* in Winnipeg. Priti trains in the areas of board development, effective communication, conflict resolution, negotiation and mediation skills, equality, diversity and harassment. In 2005, Priti was awarded the Woman Entrepreneur of the Year Award for Contribution to Community from the Women Business Owners of Manitoba.

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REGISTER NOW - Fax this form to (204) 949-4990 or register online at **www.qnet.mb.ca**

Fee: ❑ $169.00 + GST for QNET Members ❑ $199.00 + GST for Non-Members

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Participants will receive location/ final details about 3 days prior to session; please contact QNET if you do not receive this information. Cancellations must be received in writing no later than 6 business days prior to the course. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.

QNET Advancing Excellence

- QUALITY & LEAN THINKING
- LEADERSHIP & MANAGEMENT
- BOARD GOVERNANCE
- WORKPLACE WELLNESS

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