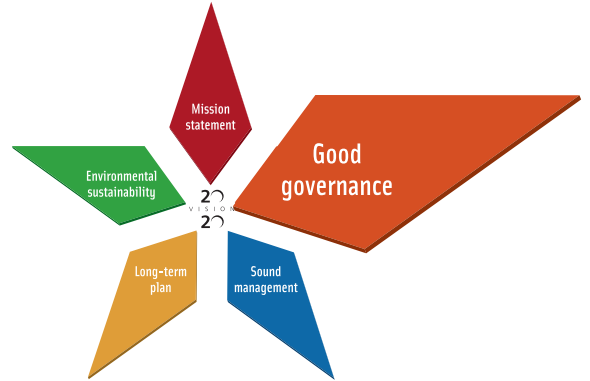


GOVERNANCE



Chairing Effective Meetings

This newly updated workshop will provide participants with more information to improve Board and GMM's. With a focus on process and best practice, you will be able to utilize this knowledge back at your co-op and see immediate results in more effective and efficient meetings.

This workshop covers the following:

- meetings that support co-operative principles
- a review role of the chair
- an overview of professional meeting protocol
- best practices for optimum time management
- setting agendas that work
- managing group dynamics in a co-op meeting setting
- effective board meeting minutes

Duration:
**Half Day
Workshop**

Date: _____

Time: _____

Location: _____