



GETTING THE MOST FROM YOUR BOARD - SKILLS FOR EFFECTIVE CHAIRING

ONLINE PROGRAM SCHEDULE

This schedule contains live video conference sessions with required attendance at the date and time specified below. With the exception of the Welcome & Introduction, links to all live video conference sessions will be provided on the CLEAR Learning Education Platform.

Attendees will need an individual account to access this platform. Sharing login information is strictly prohibited. All live sessions, or the make-up recording must be completed to be eligible to receive certification of completion.

ALL TIMES ARE IN EASTERN TIMEZONE

Date	Start	End	Platform	Live Session Topics
11/21/2024	1:00 PM ET	2:00 PM ET	Zoom	Welcome & Introduction
Module 1: Roles and Responsibilities of a Board Chair				
11/25/2024	1:00 PM ET	2:00 PM ET	Zoom	<ul style="list-style-type: none">Transitioning from Member to LeaderThe Leadership MindsetSix Roles & Responsibilities of Board ChairsImportance of Impartiality & NeutralityDealing with Assumptions
Module 2: Running Effective Board Meetings				
12/2/2024	1:00 PM ET	2:00 PM ET	Zoom	<ul style="list-style-type: none">Leadership StylesAgenda Development & Time ManagementPotential Challenges & Meeting RulesLeading Meeting Discussions & Stakeholder ImpactUtilizing Artificial IntelligenceVirtual & Hybrid Meetings
Module 3: Challenges				
12/9/2024	1:00 PM ET	2:00 PM ET	Zoom	<ul style="list-style-type: none">Holding the Board AccountableLeaving Personal Agendas at HomeHandling ConflictManaging Inappropriate BehaviorsCreating & Insuring Inclusive PracticesEngaging Public Members
Module 4: Staff Interactions & Program Review				
12/16/2024	1:00 PM ET	2:00 PM ET	Zoom	<ul style="list-style-type: none">Common Models of Board/Staff RelationshipsPartnership Between Chair & Lead StaffExternal Communication RolesLead Staff Hiring & Evaluation Process