



Discussion Guide: Board Performance

The following discussion guide lists recommendations for delivering content from *A Guide to Saskatchewan Public Library Governance*, Module 2 – Board Performance.

| Document | Delivery methods | Time required | Additional resources |
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| Prezi | <p>The Prezi presentation is divided into five sections: Board Development, Performance Assessment, Code of Ethics, Effective Meetings, How to Chair Meetings Effectively. It can be delivered as a whole in approximately 45 minutes, or individual sections can be presented in 10-15 minutes each.</p> <p>The table of contents lists the frame number for each section. For example, to advance to Effective Meetings, click and drag on the blue dot to advance to Frame 13 to begin the presentation at that section.</p> | 45 minutes or 10 minutes per section if delivered individually. | <p>Presenting a Prezi https://prezi.com/support/article/presenting/</p> <p>Printing a Prezi https://prezi.com/support/article/presenting/printing-a-prezi/</p> <p>“Establishing and Maintaining a Participative Meeting Environment” http://culture.alberta.ca/bdp/bulletins/EffOrg09.pdf</p> |
| Exercise 1: Policy Review | Policy Review should be carried out on a regular basis. Plan to review policies every 3-5 years to make sure they are current, working as intended, and make changes as they become necessary. | One hour. Schedule additional time if revisions are necessary. | |
| Exercise 2: Board Self Evaluation | Board evaluation can be done at any time of the year and should be put on the board’s annual agenda. It is best not to schedule it at the same time of the year that the board is conducting an evaluation of the Executive Director or preparing for the AGM. | 30 minutes to complete the document plus discussion time. | |
| Parliamentary Procedure at a Glance | Every member of an organization should be familiar with the simple rules and customs of parliamentary procedure. | | <p>Parliamentary Procedure at a Glance http://www.csuchico.edu/sll/studentOrganizations/parliamentaryProcedures.shtml</p> |