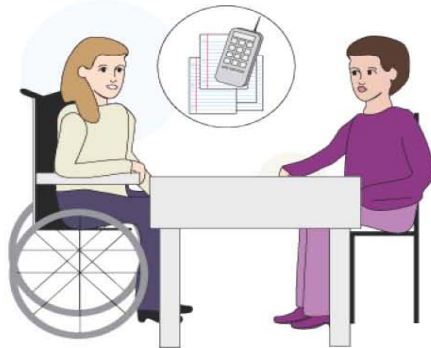
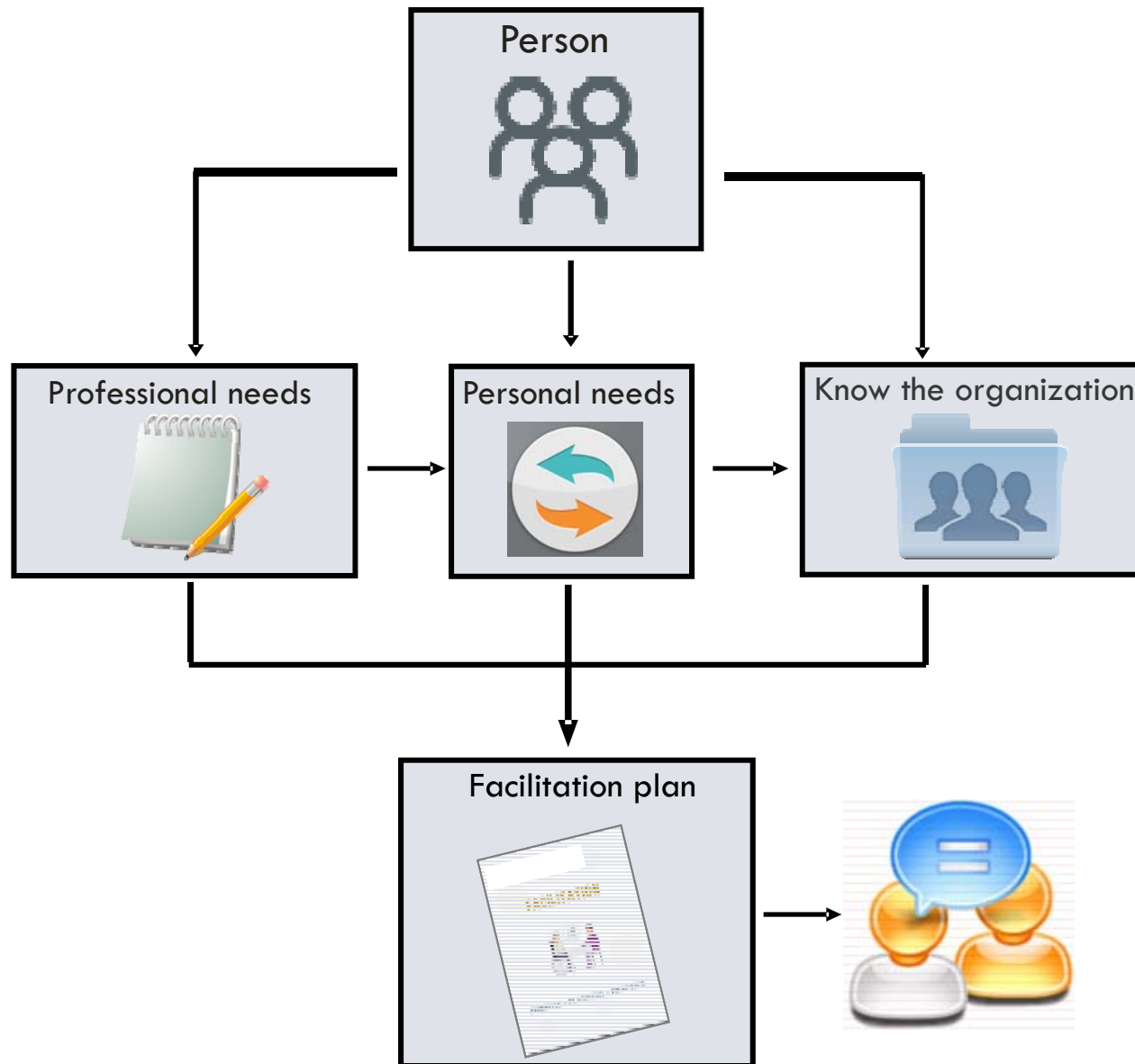


# Meeting Support FACILITATION



PURPOSE – PLANNING – PRACTICE

# Facilitation Diagram



# Successful Facilitation



## BOARD OF DIRECTORS

- Policies
- Procedures
- Laws



Equal participation at meetings happens when:

- All members understand materials, discussions and rules.
- All members ask questions, express opinions and make recommendations.
- All members make informed decisions.

# Facilitator Roles

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- **Note Taker**  
Take notes, using plain language.
- **Meeting Coach**  
Guide member on meeting rules.
- **Adaptation Specialist**  
Provide meeting materials in easy-to-understand ways.
- **Researcher and Analyst**  
Locate information for informed decision-making.

# Facilitation = Partnership

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## Before providing facilitation services:

- Get to know the person you will support.
- Learn about the organization.
- Observe meetings to understand rules or process.
- Decide if you are able to provide this service.

# Knowledge and Skills



## Facilitator

- Has knowledge about the organization and meeting rules.
- Supports member to make “informed decisions.”
- Adapts meeting materials.
- Creates strategies for support before, during, after meeting.
- Encourages member inclusion during meeting.

# Facilitator: Code of Ethics



= Mutual Respect

- The member is the facilitator's "boss."
- Avoid influencing member votes and decision-making.
- Avoid speaking up or acting "like a member" at meeting.
- Be aware you may not always agree with the member.

# Facilitator: Code of Ethics



= Mutual Respect

- Do not use organization or position for personal advantage.
- Maintain confidentiality, do nothing to violate trust.
- Maintain confidentiality about any discussion and decisions from “closed” meetings.

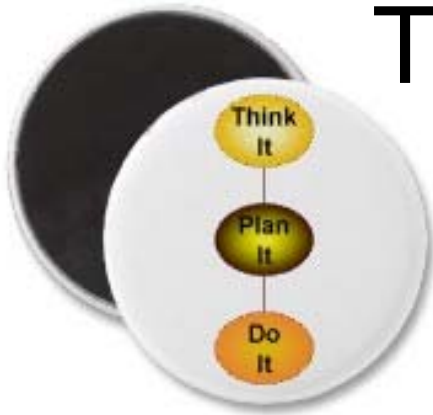


# Making a Facilitation Plan

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## Think – Plan – Do



Easy-to-use strategy that helps identify responsibilities and requested support that increases effective participation.

# Think – Plan – Do

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## THINK

What is required to be a successful board, committee or council member?



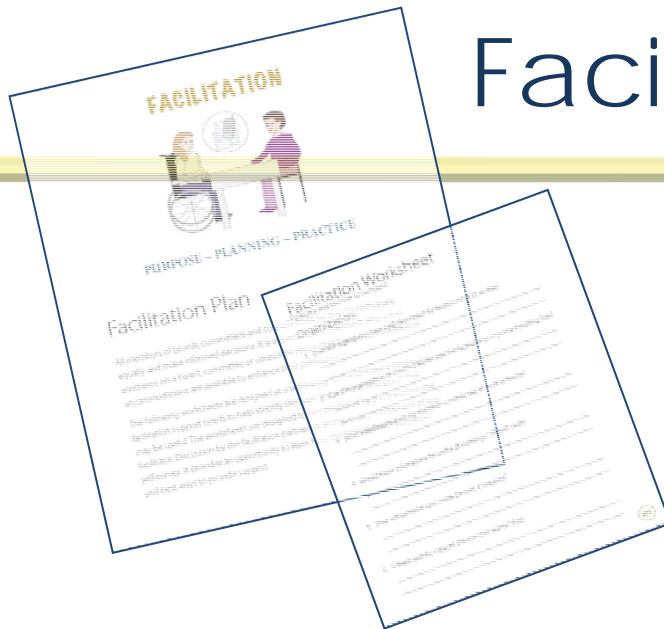
## PLAN (use facilitation worksheets)

What type of support is needed to be an effective member. How will the facilitator assist?

## DO

Take steps to carry out the facilitation plan.

# Facilitation Plan



- Use a planning process to identify strengths and needs.
- Create objectives - what the member and facilitator will do together to achieve outcomes.
- Create steps and carry out.
- Review regularly, to evaluate and change.

# Facilitator



- Study meeting materials yourself.
- Review materials with member: explain and adapt as needed.
- Help member identify questions, comments and positions on issues to bring to meeting.

# Facilitator



- Explain meeting materials and related information.
- Explain concepts, terms, acronyms, etc.
- Take notes on key issues, discussions, action items.
- Provide guidance on meeting process, agenda and actions.
- Assist with comments, positions, votes.

# Facilitator



- Review meeting notes.  
Provide copy of notes to member in preferred format.
- Review meeting action items and important discussions.
- Assist with assignments, reading, schedules.
- Follow-up on assigned duties

# Inclusive Meeting Practices



- Provide accessible meeting place.
- Check-in with members for understanding of discussions.
- Provide multimedia presentations with practical examples.
- Summarize significant points, positions, actions.

# Facilitation Tips

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- Be knowledgeable about the organization.
- Provide support discreetly during a meeting.
- Support without influencing member with your opinions.



# Facilitation Resources



## Facilitation: Purpose, Planning, Practice and worksheets



Board Resource Center ([www.brcenter.org](http://www.brcenter.org))  
[http://brcenter.org/lib\\_advocacy.html](http://brcenter.org/lib_advocacy.html)

## Boards for All: Video training series

Plain language series to teach basic boardsmanship for advocacy groups, agencies and advisory committees.



Board Resource Center  
[http://brcenter.org/lib\\_library.html](http://brcenter.org/lib_library.html)  
For more information: [info@brcenter.org](mailto:info@brcenter.org)