

LIFEWISE ACADEMY



LEADERSHIP BOARD MEETINGS

Meetings at a Glance

Leadership Board meetings should be mission-focused, enjoyable and productive. Meetings will likely vary in frequency and content depending on whether the program is working towards launch or maintaining a live program, as described below.

- ◆ Launch Steps 8-9
 - ◇ Board members should expect to meet weekly for 60–90 minutes
 - ◇ This is a serious commitment, but it will ensure the Leadership Board has sufficient time to discuss the extensive details that must be addressed
 - ◇ While preparing for launch, use the T-Minus Plan as a guide to plan and assign specific action steps
- ◆ Live program
 - ◇ Monthly or even quarterly meetings may be adequate once the program is live
 - ◇ Live programs address and plan for each of the 5 L's
 - ◇ Focus on longevity and sustainability

Practical Meeting Recommendations

LifeWise Leadership Boards may differ from other boards the members have previously served on, so clarifying expectations is important. Review these meeting recommendations as needed with the Leadership Board to ensure all members are in agreement about the expectations of meetings. This is especially important when new members join the board.

- ◆ Send out an agenda at least 48 hours ahead of time (suggested agenda below)
 - ◇ Meeting discussion is to focus on highlights, clarification and questions
 - ◇ Send out any additional documents that need to be reviewed (i.e. financial reports)
- ◆ Share the Responsibility
 - ◇ Each member should contribute to the meeting
 - ◇ Each member should share an update from their [Leadership Board Role](#)
- ◆ Record-Keeping
 - ◇ Identify a consistent record keeper
 - ◇ Record your plans and key decisions in your T-Minus Plan Workbook – this Google sheet is your “mission control” for the duration of the launch
 - ◇ Live program meeting notes should be well-documented, filed by the Program Director or Language Leader and shared with all members
- ◆ Time Management
 - ◇ Start and end on time
 - ◇ Note off-agenda topics and agree to set them aside for discussion at the end of the meeting (if time permits) or add them to the next agenda
 - ◇ Give each agenda item a time frame to ensure the whole agenda is covered— if more time is needed for the topic, add it to the next agenda
- ◆ Making Decisions

- ❖ Decisions should prayerfully consider the variety of perspectives represented by the various members
- ❖ Keep in mind that the Leadership Board operates on an advisory basis, so all final decisions are up to the Program Director
- ❖ Make cooperation a key value for your Leadership Board
- ❖ Handle disagreements respectfully, in keeping with the [Team Member Conduct](#) standards
- ◆ Expedite Action
 - ❖ The longer you have to get a task done, the longer it will take. Set reasonable deadlines without carrying out tasks for too long.
 - ❖ Clearly define specific actions to be completed and who will be responsible for them
 - ❖ Ask for updates on assigned action items during the next meeting
- ◆ Review [Advisory Board Expectations](#)
 - ❖ Once a year, review the expectations to remind everyone of the importance of their role to sustain the program
 - ❖ New members should review and sign immediately after joining
- ◆ Plan for the Future
 - ❖ After launching the program, use the [Goal Setting Guide](#) to help plan for the future
 - ❖ Things to consider:
 - Expansion into additional grade levels
 - Expansion into additional schools
 - Building a LifeWise facility

Suggested Agenda

Follow this suggested agenda outline for meetings. Remember to share a written agenda with Board members prior to each meeting.

- ◆ Prayer
 - ❖ Begin with prayer, asking for wisdom and positive and productive discussions
- ◆ Inspiration
 - ❖ Read a section of the [Big Picture Packet](#) to remain mission-focused
 - ❖ Share impact stories of what God is doing in your LifeWise program (invite a teacher to share at the meeting or send stories beforehand to be read aloud)
- ◆ Review action steps from previous meeting(s)
 - ❖ Anything not completed should be revisited
- ◆ Meeting Topic Discussion and Plan
 - ❖ Leadership
 - Staffing and volunteers
 - Training
 - ❖ Location
 - Facility update
 - Vehicle update (if needed)
 - ❖ Logistics
 - Relationship with the school
 - Enrollment or enrollment boosting ideas
 - ❖ Language
 - Prayer team

- Community outreach events
- ◇ Loot
 - Review Financial Reports
 - What are our monthly operating expenses and how many months do we have in reserve?
 - Fundraising: upcoming plans and events (101 events, Church presentations, Evening of Impact, Home Team, etc.)
- ◆ Action Steps
 - ◇ Decide “who does what by when”
 - ◇ Set next meeting date
- ◆ Prayer
 - ◇ End with prayer, committing your discussion and action steps to God