

VIRTUAL BOARD MEETING ETIQUETTE

Vision: Be the most thriving community of engaged practitioners in developing talent

Mission: To promote the growth of workplace learning and performance by providing members with professional development opportunities, targeted services, and relevant events that impact business goals.

The following information should be used as guidelines for the efficiency of ATD Detroit Board virtual meetings.

Ground Rules

- 1) Goal is to have a quorum—need all to attend on time
- 2) Read agenda in advance; Be attentive to agenda timeframes
- 3) Review any items as requested prior to meeting (agenda, previous minutes, officer reports, etc)
- 4) Check connections and technology prior to meeting day and on meeting day
- 5) Say your name when you begin speaking (for others and meeting minutes)
- 6) Try to minimize background noises (babies, animals, music, tv, etc)

Additional Info

- ✓ Use the Raise Hand button when you want to speak
- ✓ Wait for the Meeting Facilitator (Chairperson) to call on you to speak
- ✓ Use Yes and No buttons to vote and respond in the chat
- ✓ Join by phone if not comfortable using your PC audio
- ✓ Video is optional
- ✓ Remember what we identified for creativity and engagement (word cloud)

Board Environment for Creativity & Engagement

