

**Last Name**

**First Name**

## The Ten Board Commandments

Add your Logo  
Here

- Let people finish
- Balance participation
- Monitor your air time
- Maintain respectful communication
- Focus on solutions
- No side talk
- Begin and end on time
- Listen to each other
- Set agendas that identify outcomes based on desired timeframes
- Make effective use of sub-groups – don't micro-manage