

# Board President Directions

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- You are in charge of running the mock board meeting.
  - Please read through the detailed notes below for leading the meeting. If there is anything that you don't completely understand, please ask the facilitator to clarify it for you.
  - Don't worry about the timing; the facilitator will be the timekeeper.
  - If you feel stuck or confused during the meeting, feel free to ask the facilitator to jump in and help.
  - Thank you for agreeing to take on this important role and good luck!
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## Detailed Notes: Board Meeting Agenda

### I. Introductions (2 minutes)

Welcome everyone to the meeting and ask meeting participants to introduce themselves one at a time by giving their names and their roles (i.e., as board members, parents, students, etc.)

### II. Presentation of the Issue

#### A. Purpose of Meeting (1 minute)

Explain that the purpose of this meeting is to determine if the organization should change its family life education policy. Explain that some parents, educators and students have recently requested that information on contraceptives be provided to youth.

#### B. Present Current Family Life Education Policy (3 minutes)

Read the current family life education policy: "The organization will provide 15- to 18-year-old youth education on reproductive anatomy and physiology, puberty and HIV prevention which includes information on condoms. No other family life information is to be provided.

#### C. Meeting Visitors Share Opinions (up to 15 minutes)

Invite meeting participants, other than board members, to share their views on the issue one at a time beginning with parents and youth.

#### D. Board Members Ask Questions (10 minutes)

Give board members a chance to:

1. Ask clarifying questions of the visitors.
2. Respectfully challenge a visitor's position in order to influence their opinion.
3. Gather more information about the issues — this is their last chance to get visitor input.

### **III. Board Members Discussion (5 to 8 minutes)**

Allow board members to discuss among each other the pros and cons of adding contraceptive information to the family life program. List the pros and cons on the blackboard or flip chart paper as they are brought up.

### **IV. Board Members Vote (2 minutes)**

Ask the board members to vote with a show of hands to the following two questions. Include yourself in the vote.

1. "All in favor of adding contraceptive information to the Family Life Education program raise your hands."
2. "All opposed to adding the contraceptive information to the Family Life Education program raise your hands."

Count the votes and announce the winning decision.

### **V. Adjournment (1 minute)**

Thank all participants for their input and announce that the meeting is adjourned.