

REMOTE SCHOOL BOARD MEETINGS

Tips for Conducting the BEST



ARKANSAS
SCHOOL BOARDS
ASSOCIATION

As we navigate the COVID-19 crisis together, many of you are conducting school board meetings virtually and even livestreaming your meetings for the first time. Keep in mind that you should approach these remote meetings with the same professionalism as you would a regular school board meeting. Many of your community members have extra time at home and will likely “attend” their first ever school board meeting by tuning in online. Let’s look and sound our very best!

BEFORE THE MEETING

- Test equipment prior to the meeting or call.
- Charge or plug in your device before the meeting begins.
- Sit with a wall directly behind you – avoid reflective backgrounds (glass, TVs, windows, mirrors).
- Put your phone, computer, tablet on a steady, level surface.
- Put the camera at eye level (stack books or use a box to elevate device).
- Sit 1-2 feet from the camera.
- Find a spot with good lighting.
- Choose a quiet location.
- Use a headset.
- Mute your cell phone, if not using it for the meeting.
- Leave the call on mute when you are not speaking.

DURING THE MEETING

- Stick to the agenda.
- Remember the meeting is “live.”
- Learn how executive session will work prior to the meeting and guard your privacy during it.
- Say your name before speaking each time - “This is Bob.”
- Speak up and speak clearly.
- Always be aware of your surroundings.
- Focus on the call - no multitasking.
- Hang up or disconnect completely at the end of the meeting.

Simbli eBoardSolutions has created a website with additional guidelines and tips for conducting virtual meetings.

virtualmeetings.eboardsolutions.com.