

VIRTUAL GOVERNANCE AND MEETING MANAGEMENT CHECKLIST

This checklist encourages the use of standards for all virtual meetings and can guide your association as it conducts virtual governance meetings, which can include the following: board of directors, committees, task forces, presidential advisory groups, etc. The Chair and Staff should review this checklist together to determine who (Chair, Staff, both) will implement each practice and how expectations will be conveyed to attendees before and during the meeting.

BEST PRACTICE	Board Meetings		BOD Orientation		Strategic Planning		Professional Standards or MLS Rule Meetings/Hearings		Committee/Work Group Meetings		Education/Orientation Classes		Member Meetings, Forums, Focus Groups		Networking Events
	Hybrid	Virtual	Hybrid	Virtual	Hybrid	Virtual	Hybrid*	Virtual	Hybrid	Virtual	Hybrid	Virtual	Hybrid	Virtual	Virtual
Test the technology prior to the meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Send out meeting expectations and a code of conduct reminder prior to the meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Have pre-meeting/practice with meeting leaders	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Involve multiple people (staff or volunteer) to monitor meeting elements and ensure engagement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Launch meeting at least 15 minutes early to troubleshoot tech issues	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Keep to the agenda and focus on the meeting first	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consider having a designated social time after the meeting		X		X		X				X		X		X	

To include in Meeting Expectations and Code of Conduct:

Confidentiality (private room)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
No participation while driving	X	X	X	X	X	X	X	X	X	X	X	X				X
Be respectful, prepared, on time	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cameras on	X	X	X	X	X	X	X	X	X**	X**						
Professionalism on camera	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Appropriate name on screen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Muted unless speaking	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stay engaged	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Absentee policy vs. internet outage	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

*Whether or not a hybrid format is allowed for professional standards or MLS rule hearings will depend on state laws and/or local association policy. Consult your association counsel for additional guidance.

**Confidentiality will depend on which committee is meeting. For example, confidentiality would likely be needed for a PAC Trustee meeting but not for an event committee meeting.