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Better Board Packets

What's the perfect amount of material a board needs to review before a board meeting? When should the board packet be sent? Too soon, and the most up-to-date material may not be included. Too late, and board members won't have a chance to review it in advance of the meeting. Jan Masaoka, who has been both an executive director and a board president, shares best practices in [Five Tips for Better Board Packets](#). When preparing a board packet, keep in mind that someone may hastily download an agenda without noting that call-in information is on the accompanying e-mail. Where possible, additionally note the call-in instructions or meeting address on the agenda itself. Include a cell phone number in case a board member finds herself locked out of a meeting. Small details make a big difference in how cheerful and well prepared your board members will be for your meetings!