**Board of Directors Instructions**

**If you are a CHAIR please do the following:**

1. Complete a [Board of Directors Take Away Outline](https://dl.dropbox.com/u/28284526/EWL2013/BOD/BOD%20Take%20Away%20Outline.doc) and submit it to the group no later than 24 hours in advance of your session. Be sure to indicate on your outline what **meeting format (see #5).**
2. At the beginning of your BOD session, be prepared to concisely state your desired take-away prompted by Jen.
3. Remember, play a big game. Your willingness to bring a topic that is meaningful and important will ensure that you get maximum value from the Board of Directors meeting. You are also responsible for being coachable (see group norms, your notes from call #1 and the Membership Agreement).
4. When your session is over, complete this [Action Plan](https://dl.dropbox.com/u/28284526/EWL2013/1to1/Action_Plan.doc) and send it to group the within 24 hours of the completion of your session.
5. These are the meeting formats:
	1. **Fishing Expeditions:** The purpose of this format is to provide the Chair time to think, gain her own insight, her own inner-knowing and perhaps to come to her own new perspective or to discover new room for choice. In this format, the group sticks entirely to asking powerful questions. Jen will assign an order for asking questions, and the group will ask questions, paying attention to coachable moments and staying in the flow of the conversation by asking a question that relates directly back to what the Chair just said (rather than pulling back from an earlier coachable moment).
	2. **Brainstorming:** The purpose of brainstorming is to harness the collective wisdom and experience of the group toward a Members desired take-away. In this format the group asks free-form questions (not in an order) for approximately five minutes, and then goes in order to share personal experiences and to offer ideas. Members should remember to use “I statements” rather than saying “You should.”
	3. **Action Challenge:** The purpose of the Action Challenge format is to harness the ideas, experiences of the group along with a focused stream of momentum and accountability. This is particularly helpful for habit formation and or to get going on a project or goal that has been feeling “stuck.” In this format, Members offer challenges to the chair, along with a request for accountability and a deadline. (e.g. “I challenge you to send me a text after every meeting this week to let me know you didn’t cross your arms, and also what you did to keep yourself from crossing your arms.” Or “I challenge you to completely clear off the surface of your desk and light a candle each night, take a picture and send it to the group, for two weeks.”)
	4. **Hot Seat:**  The purpose of the hotseat format is for you to have intense, focused listening and questions to help you uncover greater insight and gain new perspective. Jen will ask you questions as she would in a typical one to one coaching session. Jen will pause after 15 minutes to open the call up to the Members to ask their questions. Chairs get the benefit of six sets of ears listening intently, with great interest and curiousity.

**If you are not a Chair,**you are a Member of the Board of Directors. In this capacity you serve as a colleague who can share experiences through “I” statements and also a as a peer coach who asks powerful questions to help your colleague gain greater insight and knowing.

1. Review the Board of Directors Outlines for the two Chairs.
2. Note the Chair’s desired meeting format. In preparation, consider the following for each question format:
	1. **For Fishing expeditions**, think about what **powerful questions** you might ask that might cause each Chair to gain new insight or momentum.
	2. **For Brainstorming sessions**, give some thought what you will suggest based on your own experience, insight, skills and creative ideas. You may ask clarifying questions before offering your advice/feedback – what questions do you have?
	3. **For Action Challenges,** consider one or two challenges that might help the Chair develop the habit or accomplish a goal, or try on a new way of being. You will have several minutes to ask questions prior to giving challenges – what questions do you have?
	4. **For Hot Seat Coaching,** jot down some questions you would ask if you were “coach.” Then, listen carefully to the session for coachable moments that Jen did not pursue. Coachable moments are simply paths that the coach and client take together. What paths could have been taken but were not? What questions would you have asked? Each Member will be expected to ask one question following Jen & Client’s portion.
3. In all four formats, the Board of Directors will ask/contribute ideas/challenges in an order to be given by Jen on the night of the call. Members should treat their turn as PART of a whole conversation. The question/idea/challenge should FLOW, following the threads of the conversation.
	1. This is PARTICULARLY IMPORTANT in the Fishing Expedition format. Questions posed should be exploring coachable moments that come up as a result of the previous member's question. On the other hand, don’t let the structure concern you too much! Just ask questions you believe will be valuable to the Chair.
4. You are welcome and encouraged to follow up offline if you think of a question or suggestion that you didn’t think of during the call.
5. Follow up on any commitments made during any of the calls, especially in keeping your colleagues accountable.