

# Conducting Effective Meetings using Board Governance and Robert's Rules of Order

*For Community/Association Leaders (and those who aspire to Association leadership)*

**John F. Noonan, PRP, CGA**

## **DATE & TIME**

Monday October 25, 2010  
9:00am to 4:00pm

## **LOCATION**

Kelowna Chamber of Commerce  
544 Harvey Avenue  
Kelowna, BC

## **TO REGISTER**

604.984.6083  
[johnnoonan@shaw.ca](mailto:johnnoonan@shaw.ca)

## **COST**

Chamber Member \$176.40 (HST included)  
Non-Member \$196.00 (HST included)

### *Includes:*

2 refreshment breaks  
All training material  
A complimentary copy of *Robert's Rules of Order Newly Revised - In Brief*

## **FACILITATOR**

John F. Noonan, PRP, CGA  
*A Professional Registered Parliamentarian*

John Noonan, PRP, CGA is a Professional Registered Parliamentarian, the President of the Parliamentarians Association of British Columbia and an Internationally Accredited Speaker. He is a former International President of Toastmasters. In 1999 John was elected to the Board of Directors of the National Association of Parliamentarians where he served four years, two as its National Treasurer, Chairman of the Budget and Finance Committee, and as a member of the Executive Committee. Today, John practices as a communication consultant offering services as a registered parliamentarian, presentation skills trainer, and coach to association, government and corporate clients.

[CLICK HERE](#) for more details on the topics to be covered in this program.

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## **Meetings Don't Organize and Run Themselves**

They are

- Run by people
- Attended by people
- Conducted for the benefit of people

Good meetings bring forth the best in people the best ideas, the best decisions, and the best follow-up.

## **Learn to Achieve Powerful Results**

By the end of this seminar, you will have a clear knowledge of your role as an association member, and as a board member, and the role of the board itself. You will leave this program with the confidence to lead a meeting effectively and possess the skills to be a fully participating member of your association.

## **Program Overview**

Learn about all of these together

- The members and their responsibilities
- The role of a board of directors
- The role of individual directors
- The role of association officers
- Conduct effective annual/board/committee meetings
- Condensed course in Robert's Rules of Order

**Visit John Noonan's website at**  
[www.registeredparliamentarian.com](http://www.registeredparliamentarian.com)