



SAMPLE EXECUTIVE TEAM TEAM MEETING GUIDELINES

Procedural Guidelines

1. Meeting Protocol

- ❖ **Opening Reflection:** Each exec team meeting will begin with a reflection.
- ❖ **Agenda Times:** Every member will endeavor to adhere to times allocated for agenda items. We will start on time and end on time.
- ❖ **Breaks:** Agendas will include two 15-minute breaks for each half day of meeting, unless otherwise agreed.
- ❖ **Twice each year** – Members of the extended leadership team may participate, and agenda will be specially crafted for these meetings.

2. Guests

- ❖ Guests (non-exec team members) may attend from time to time in person or via phone. A list of guests who regularly attend can be found in Exhibit A. Guests will participate in presenting items for discussion and/or decision. Once executive team is ready to enter the decision phase of discussion, the guests will be invited to depart.
- ❖ Guests will only attend exec team meetings when an item relates to their operating responsibilities.

3. Common Courtesies

- ❖ **Lids/Blackberries/I-Phones Down/Off:** Laptops are closed during presentations and discussion of decisions. During updates, electronic devices may be used to query regional staff.
- ❖ **Vibrate:** Phones off or on vibrate
- ❖ **E-Mail:** Responding to e-mail and reviewing Blackberry message should be done during breaks only.
- ❖ **Late Arrivals/Early Departures:** If you need to arrive late or leave early, let meeting leader know in advance. If you arrive late; catch up after the meeting. Do not ask the group to repeat or retrace steps.
- ❖ **Absentees:** If you are unable to attend a meeting, you are responsible for catching up on missed material/decisions. No stand-ins.



4. Communication:

- ❖ **Minutes:** Exec team minutes serve as the official record of meetings, including sensitive material. Minutes will be distributed to exec team members only.
- ❖ **Confidentiality:** Meeting materials, conversations and votes are confidential and are not to be communicated outside of the meeting, except when explicitly agreed to by the team. Minutes will be confidential to exec team members.
- ❖ **One Voice/One Process:** Decisions and final documents will be communicated and distributed via the exec team communication process, not by individual team members.
- ❖ **Preliminary Info:** If we need to share draft working documents with some members of the initiative teams, these can be shared with discretion, and these should be shared on a “need to know basis” without further distribution.
- ❖ **SBAR:** We have a predisposition to use of SBAR, when appropriate, for discussion of critical issues.

5. Parking Lot:

- ❖ Topics not directly related to the agenda item at hand will be captured in a parking lot. End of meeting summary will return to the parking lot items to determine next steps

6. Pre-Meeting Materials:

- ❖ **Draft Agenda:** A draft agenda will be sent to all exec team members and approximately ten days prior to each team meeting. Comments and feedback should be given to the CEO’s assistant.
- ❖ **Final Agenda:** Final agenda will be distributed electronically the third Thursday of each month prior to the exec team meeting during the fourth week of the month. When exec team meetings are moved up one week, all distributions will be moved up as well. This distribution will include all exec team members, and extended leadership team members and any Director or VP who is scheduled to present.
- ❖ **Attachments:** All exec team members who have attachments for specific agenda items should them to the CEO’s assistant no later than the third Wednesday of each month—a minimum of one day prior to distribution of the final agenda. Timely updates will be needed from time to time in the day prior to the meeting.
- ❖ **Item Focus:** Each presenter will be clear about purpose of agenda items and identity when a decision is to be made and the style to be used in making the decision. (first slide of every PPT)



Exhibit A
List of Regular Guests
EXEC TEAM Meetings