**STRATEGIC BOARD RETREAT AGENDA TEMPLATE**

**Retreat Theme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Time**  | **Facilitor**  | **Content**  |
|  |  | Arrive, get setup, networking, have breakfast and coffee |
| **Opening** |
|  |  | Welcome, thank previous board members / past president, share our goals for the offsite, share the agenda, introduce facilitator (if outside facilitator). |
|  |  | Co-Create Rules of engagement (start from a framework, ask for additions) |
|  |  | Engagement activity - everyone shares:* Why do you want to serve?
* What are you most excited about your year of service?
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|  |  | What it means to be on the board (responsibility, duty, privilege, fiduciary) |
|  |  | Wheel of Success* Identify the skills of a successful board member on our board.
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| **Part 1: Develop a cohesive board team (trusted relationships)** |
|  |  | Get to know each other (build trust)* [personal histories questions] – have leader go first.
	+ (1) Where did you grow up?
	+ (2) How many siblings do you have and where do you fall in that order?
	+ (3) Please describe a unique or interesting challenge or experience from your childhood.
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|  |  | Get in the right seats (how will we work together?) [advanced]* Working Genius overview
* Review individual assessment reports
* Review team map
* What are our team strengths? Gaps? (Ruby can feel free to interject)
* Who is the leader? How could their geniuses / frustrations affect the team? (Ruby can feel free to interject)
* Given this, what are specific strategies for us to get work done? (use geniuses as verbs, tap into other board member’s geniuses, step into competencies)
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| **Part 2: Develop clarity on how we will succeed (results)** |
|  |  | ACTIVITY: Envision the future* Create a word cloud that describes how we want the future of our chapter to be.
* OR Provide 15-20 images and have board members select an image that represents what they want the future of the chapter to look like.
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|  |  | REINFORCE: we speak in one voice (outside the room, as a board)* We speak freely in the room.
* We are open and honest.
* We speak in one voice outside the room.
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|  |  | Questions* Why do we exist?
* What does success look like at the end of our chapter year? (outcomes)
* What must we be really good at?
* What is most important right now?

How to get the answers to these questions:* Place a flipchart paper for each question on the wall
* Ask everyone to write down their answers on a post-it and place on flipchart paper.
* Have everyone read the answers.
* Write out key words.
* Ask everyone to write down a revised answer.
* Again, pull out key words.
* Repeat a third time (get to the third level).
* Goal: 80% right (not wordsmithing)
* Multi-year perspective.
* If helpful, come up with draft answers ahead of time so that the board has something to which to react.
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| **Part 3: Develop clarity on roles** |
|  |  | Review job descriptions* Pass out job descriptions randomly (each board member receives a different job description, not their own.
* Each person evaluates the role: identify what skills and working geniuses are required to thrive in this role?
* Share with the group and get feedback.
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|  |  | Set Job Roles and ExpectationsPart 1: Who is best for this role?* Hold up a job description.
* What we heard was that this job requires…. Who do you think best fits that?
* [reference the Wheel of Success list of rated skills]
* [geniuses: based on what gives you joy, you should love doing that work]

Part 2: Clarifying expectations for each role* Share overview of your role: “share what they think your job is”
* Others give feedback on “we’ve seen other people succeed in this role by…”
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| **Part 4: Refine our tactics to re-enforce our clarity (Process)** |
|  |  | Board meetings* Review the 4 types of meetings (Tactical board meeting, ad-hoc strategic meeting, strategic retreat, 1-on-1 meetings)
* This is how we run meetings, then ask would this work for us?
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|  |  | Team playbook* What elements need to go in the team playbook and give an example (answers to our clarity questions, use for decision making)
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| **Close** |
|  |  | What are the Next Steps (budget, programs, log jam items, etc.) |