**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? |
|  |  | 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. |
| **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. |
|  |  | 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) |
| **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. |
|  |  | 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. |
|  |  | 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. |
| **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. |
|  |  | Set Job Roles and Expectations  Part 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…” |
| **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? |
|  |  | Team playbook   * What elements need to go in the team playbook and give an example (answers to our clarity questions, use for decision making) |
| **Close** | | |
|  |  | What are the Next Steps (budget, programs, log jam items, etc.) |