

**Resource for Board of Directors**

**How to schedule a conference call and/or committee meeting**

There’s no hard and fast rule or policy on how to schedule a conference call, but here’s what I would suggest. Committee chairs and vice chairs may schedule their own committee conference calls. Instead of asking “when is everyone free” you may want to choose 2-3 time slots that are respectful of the various time zones in which your committee members operate. 11am-5pm eastern time (ET) is a good starting point.

1. Find a specific day/time that the chair, vice chair, and executive liaison can always attend (the 2nd Tuesday at 3pm ET for example) and always specify the time zone.
2. Create an account on freeconference.com, UBER conference call, google hangout, zoom or whatever service you like to use. Consider whether you will want to screen share and use video or just audio. Use that same login address (or call-in number) and access code for all your calls.
3. Send an email notifying committee members of the call day and time (don’t forget the time zone) and the number.
* You may also wish to also send a meeting request/appointment via outlook; some people seem to really like that. If you choose to do that, put the time of the meeting (don’t forget the time zone) in the subject line (as text) so that even if the calendar auto-corrects the meeting time based on the time zone there won’t be any question about the time of the meeting.
1. When you create the outlook calendar invite, choose the option to add a reminder 30 minutes ahead of time AND make it a recurring appointment so that it automatically shows up every month.
2. Send the agenda and an email reminder 3-4 days before the call.

Please always invite the executive liaison and also invite Ellen – Ellen will generally try to hop on for the last 30 minutes of the call in case you have any questions for me.