



*County Office of Boards & Commissions
Presents*

Effective Meeting Management

Tuesday, February 2, 2016

**9:30 a.m. – 11:30 a.m.
Pi'ikoi Room A/B**

This training session will be facilitated by Jay Furfaro, Boards and Commissions Administrator. Training will provide basic principles, guidelines, skills, tools and techniques that may be encountered in managing a meeting.

Topics will include:

- Role and Authority of the Chair
- How to Manage a Meeting
- Robert's Rules of Order
- Basic Parliamentary Procedures
- Guidelines for Public Participation
- Strategies for Potential Challenges
- Applying Principles in a Simulated Setting
- Leading by Example
- Celebrating Differences

Highly Recommended for Board and
Commission Chairs and Vice Chairs;
All Members Welcome

Registration & Information

Please email lagoot@kauai.gov
to register for this *free* training session.

For information call 241-4917.

Deadline to register:
Tuesday, January 26, 2016

Maximum of 35 attendees

*If you need an alternate format, or an
auxiliary aid due to a qualifying disability,
please contact the Office of Boards &
Commissions at 241-4917 at least five (5)
working days prior to the training session.*