

## Good Practice Tools and Approaches

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	Approach	Activity
1	Clear purpose	Shared – understanding the way forward
2	Clear roles	Develop and implement job specifications and role specifications
3	Skills Audit	Knowing who is on the board and the gaps to be filled. Have the appropriate skills on the board to help the organisation fulfil its purpose
4	Doodle/what is good for you (or similar software)	Used to organise meetings and other activities. Agree a schedule of meetings
5	Decision making	Clearly indicate the line and framework along which a decision is made. Taking advice when it is needed
6	Clear processes and procedures	Create clarity in practices and routines – work smarter not harder
7	Meeting Agenda	Maintain a structure and the lines along which reporting will occur. A
8	Action plan	
9	Delegating	Identify the tasks clearly
10	Planning	Scoping projects against goals, targets and deadlines
11	Away days /retreat	Build in time to reflect, take stock and decide a course of action
12	Carry out periodic reviews	Collect evidence – is your organisation fit for purpose? How are you faring against other organisations? What are your plans for improvement? Are you able to celebrate achievements.
13	Seek help when the going gets difficult	Go for mediation or find a facilitator to help to resolve matters and enable the organisation to arrive at solutions
14	Be generative - Innovate and create	Strategic thinking will help the organisation adopt a creative rather than a reactive response.