

# Board Officer Communication Tips

- **KNOW YOUR AUDIENCE**

Knowing your Member helps you to shape your message in a way that's most likely to gain their acceptance.

- **PROFESSIONAL DEMEANOR**

Be sure to maintain a relaxed and pleasant stance. Dress appropriately for the function.

- **BE PREPARED**

Know your facts. Gather and review the material in advance of your presentation.

- **CLEAR & CONCISE**

Stay on topic and avoid long drawn out stories.

- **LISTENING & ATTENTIVENESS**

Be sure to give the Member time to communicate their ideas and suggestions.

- **TRANSPARENCY**

Provide all Members with administrative and fiscal information on a timely basis. The Board has a responsibility to its Membership to share important matters impacting the Club.