



## **Remote Meetings: Tips for School Board Members to Look and Sound the Best Online**

Many of you are conducting school board meetings using audio and video teleconferencing and even livestreaming your board meetings for the first time as we navigate the COVID-19 crisis together. Keep in mind that you should approach these remote meetings with the same professionalism as you would a regular school board meeting. Many of your community members have extra time at home and will likely “attend” their first ever school board meeting by tuning in online. Let’s look and sound our very best!

### **Prepare to Participate**

- Charge or plug in your device before the meeting begins.
- Choose a quiet location with good lighting.
- Sit with a wall directly behind you – avoid reflective backgrounds (glass, TVs, windows, mirrors).
- Put your phone or computer on a steady, level surface.
- Put camera at eye level (stack books or use a box to elevate device).
- Sit 1-2 feet from the camera.
- Connect and test your audio. Once you know it’s working, mute yourself.
- Activate your camera.
- Remember the meeting is “live.” Turn other devices to airplane mode and minimize other windows on your computer to avoid distractions.
- Learn how an executive session (if applicable) will work prior to the meeting.
- If you need help, call your contact or type in the chat box (if available) for assistance.

### **Be an Active Participant**

- Stick to the agenda.
- Remain on-camera at all times (except breaks).
- Keep yourself muted when you are not speaking, but be ready to participate.
- Focus on the call – no multitasking.
- Feel free to raise your hand – on camera or using tools provided by the software.
- Say your name before speaking each time.
- Speak up and speak clearly.
- Verbally indicate when you are done speaking.
- Hang up or disconnect completely at the end of the meeting.