



**Webinar**

**How to be a  
great chair**

**Grounded**

GOVERNANCE LIMITED







The screenshot shows a digital platform for managing meeting agendas. At the top, a navigation bar includes a back arrow, the title "Draft Agenda", and a green "Publish Agenda" button. The main content area is divided into sections:

- 1. Opening Meeting**:
  - 1.1 Confirm Minutes**: A section with a blue header containing a "M" icon and the text "Confirm Minutes". It includes fields for "Purpose" (with a long grey bar), "Presenter" (with a shorter grey bar), and "Duration" (with a very short grey bar).
  - 1.2 Interests Register**: A section with a light grey header.
- 2. Major Decisions and Discussions**:
  - 2.1 First item for decision...**: A section with a light grey header.
  - 2.2 First item for decision...**: A section with a light grey header.

**Confirm Minutes** section details:

- Purpose: [Long grey bar]
- Presenter: [Shorter grey bar]
- Duration: [Very short grey bar]

**Supporting Documents:** A dashed blue box with an "Upload" icon and the text "Drop files or click here." Below it are icons for Word (DOC) and PDF files, each with a long grey bar.

**Sidebar (Right):**

- My Meetings**: A section showing a calendar view for May, June, and July. It highlights "May 19" with a "Board Meeting" at the Auckland Office and "May 21" with a "Board Meeting" at the Melbourne Office. Each meeting entry includes a "Read Board Pack" link.
- My Actions**: A section with a checklist icon. It lists a task: "Sign contract with new cyber security provider". Below it are status indicators: "In Progress" and "Due: 12 Jun".



**Making the fundamentals of  
governance free and  
easy to implement**



Governance Made Easy

# Governance Resource Centre

Explore free governance resources for growing your organisation and adopting good governance practices. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type

Topic

Persona

Search





**Giselle  
McLachlan**

Managing Director  
**Ground Governance**



**Steven Bowman**

Managing Director  
**Conscious Governance**



**Julie Garland  
McLellan**

Managing Director  
**Directors Dilemma**



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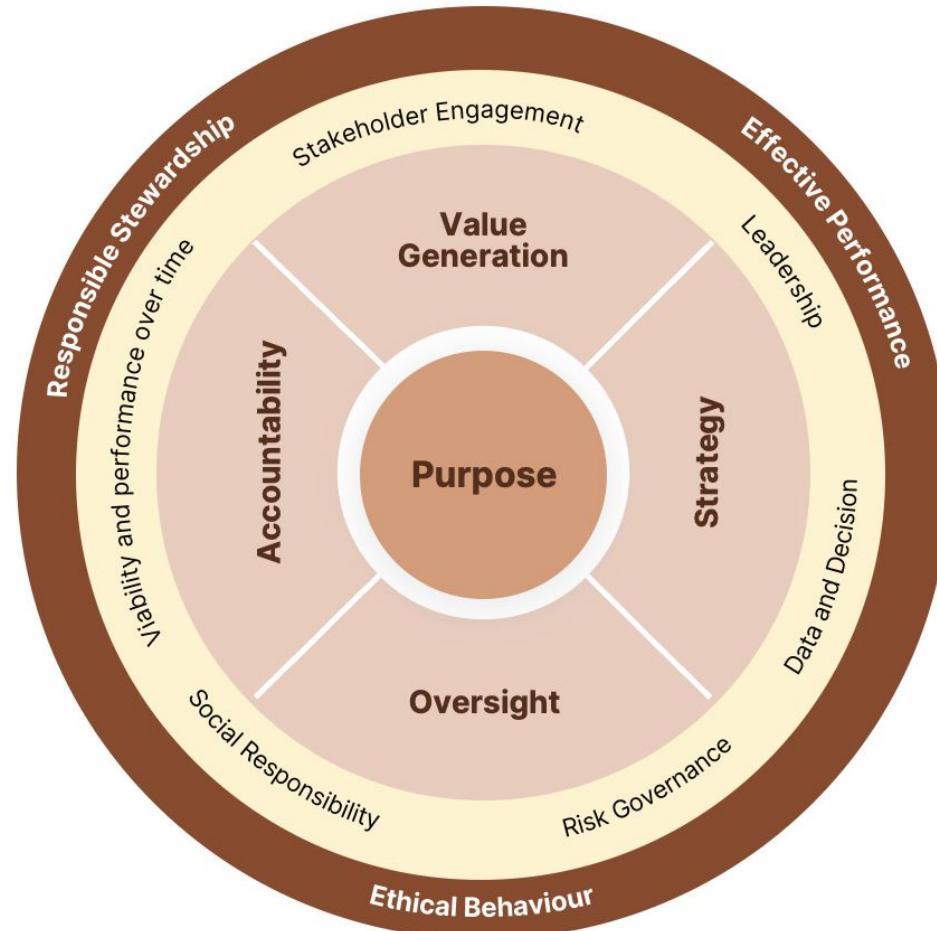
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# ISO 37000:2021

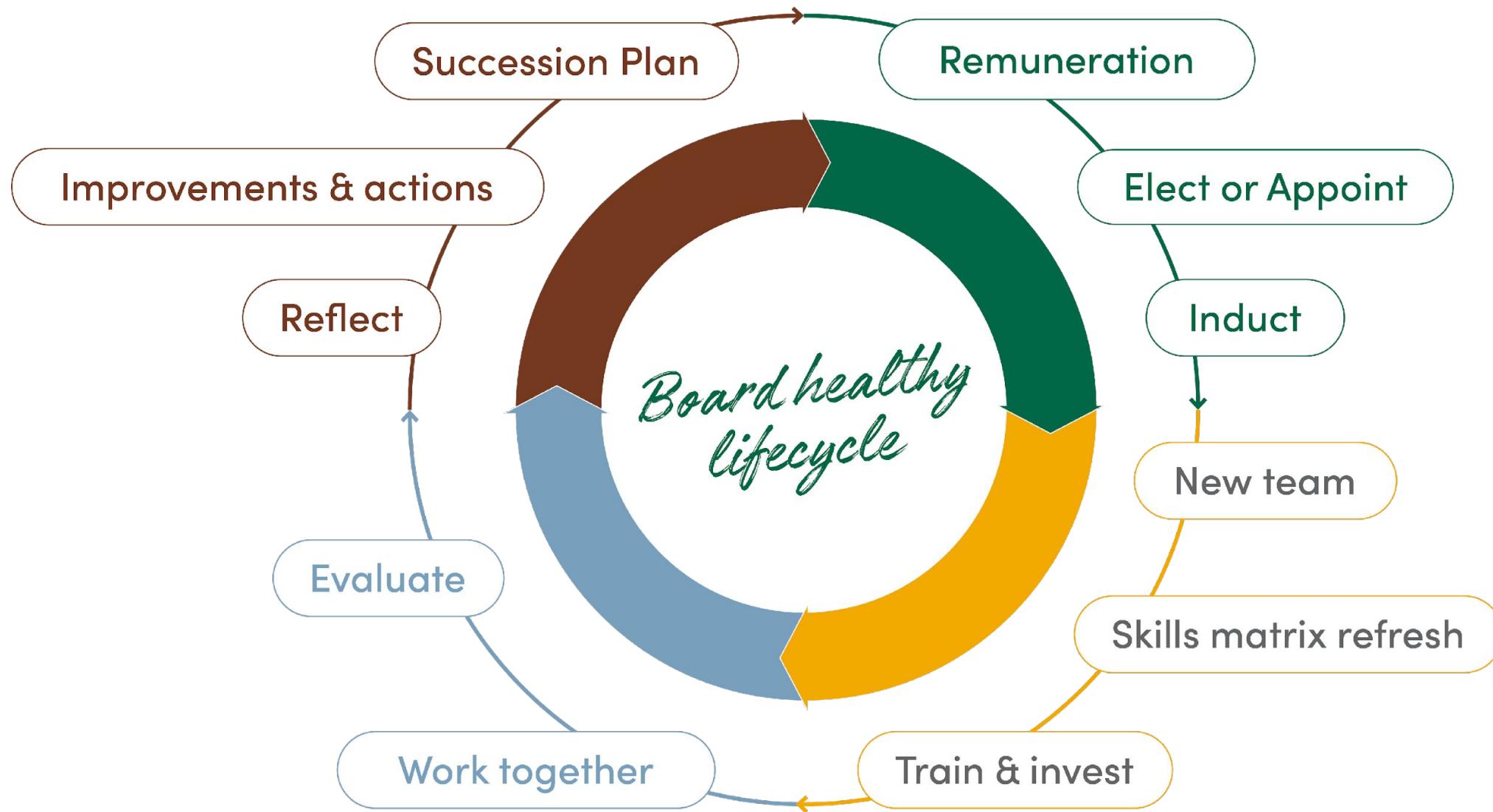
## Where the shades represent:

- Governance outcomes
- Primary governance principle
- Foundational governance principles
- Enabling governance principles



ISO 37000:2021: *Governance of organizations – Guidance* was developed by the ISO technical committee ISO/TC 309, Governance of organizations, whose secretariat is held by the BSI, the ISO National standards Body for the UK.

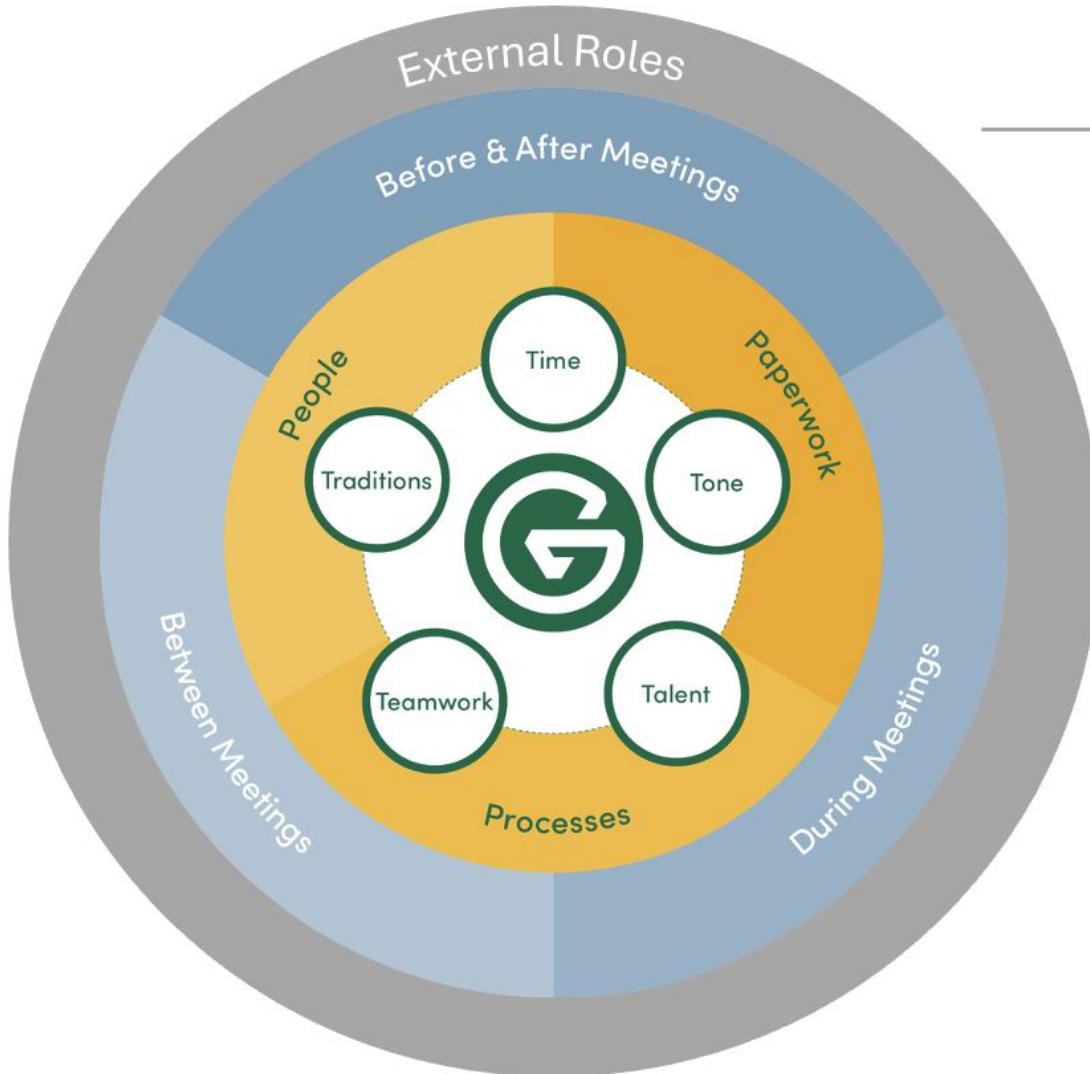
# Healthy governance systems flow continuously



# Leading your team as Chair



# Leading externally? It Depends!



- Role Model / Organisation Representative
- Stakeholder Relations
- Lobbying
- National Presence
- International Presence
- Anything else?

# Time



“Those who make the worst use of their time are the first to complain of its brevity”

Jean de La Bruyere



# Tone

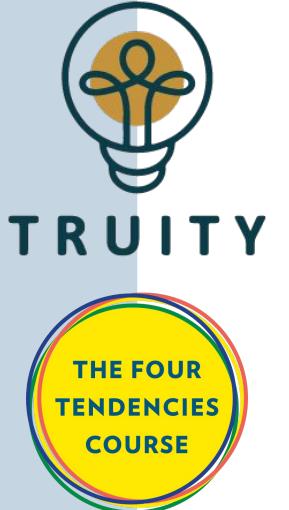


From How to Run a Meeting: Setting the tone for success (Colin James Method)

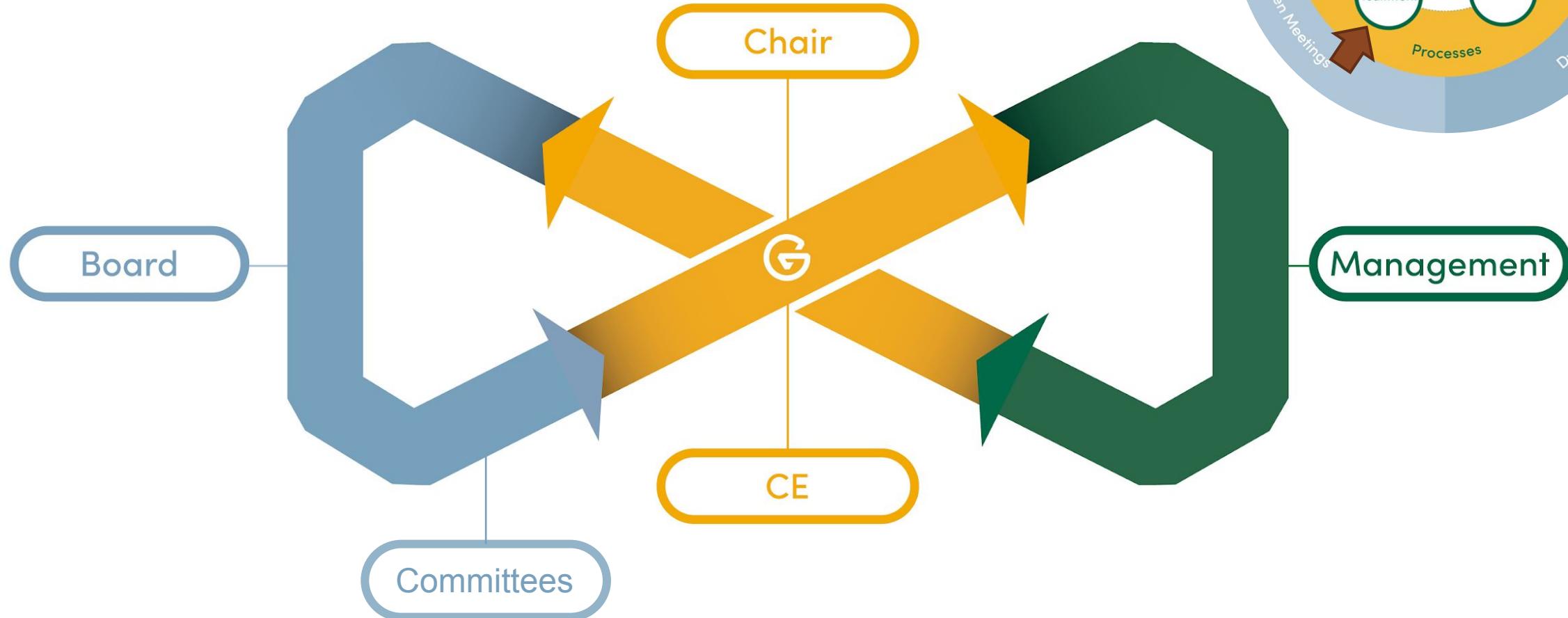
# Talent



To see their greatness,  
to notice their strengths,  
to value their gifts,  
to believe in their worth,  
to grow their potential  
...is to enhance their mana



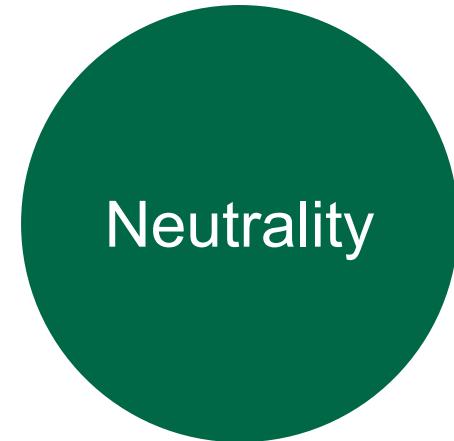
# Teamwork



# Traditions



# Chairing Meetings – show up as *your best self!*





OnDemand Masterclass

# How to be a great board chair

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At your own pace

With Giselle McLachlan

\$597.00  
plus GST



## **Module 1 - Board team leadership**

Introduction  
Chapter 1: Chairing theory and realities  
Chapter 2: The chairing model  
Chapter 3: Chair appointments, ethics and governance

## **Module 2 - Chairing in meetings**

Introduction  
Chapter 1: Chairing meetings, time and tone  
Chapter 2: Talent and teamwork  
Chapter 3: Traditions

## **Module 3 Before and after meetings**

Introduction  
Chapter 1: Teamwork  
Chapter 2: Tone, time and planning  
Chapter 3: The board lifecycle

## **Module 4 - Between and beyond meetings**

Introduction  
Chapter 1: Between meetings  
Chapter 2: Annual work plans  
Chapter 3: The healthy board  
Chapter 4: Teamwork and culture  
Reflections

<https://www.boardpro.com/become-a-great-chairperson-on-demand-3>



**Giselle McLachlan**

**in** [www.linkedin.com/in/giselle-mclachlan](https://www.linkedin.com/in/giselle-mclachlan)



**Steven Bowman**

**in** [www.linkedin.com/in/stevenbowmangovernance](https://www.linkedin.com/in/stevenbowmangovernance)



**Julie Garland  
McLellan**

**in** [www.linkedin.com/in/juliegarlandmclellan](https://www.linkedin.com/in/juliegarlandmclellan)



**in** [www.linkedin.com/company/boardpro-limited](https://www.linkedin.com/company/boardpro-limited)



# Webinar Schedule

2026

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**261. Setting your strategic board agenda** Feb 5

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**262. How to continually refresh your annual board strategy** Feb 12

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**263. The Pathway to Re-registration for Incorporated Societies** Feb 19

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**264. Creating effective minutes for your board meeting** Feb 26

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**265. Developing your annual board work plan** March 5

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**266. Product Demonstration: New Annual work plan tool** March 11

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**267. Managing conflict in the boardroom** March 12



# Thank you

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