

REMOTE MEETINGS

TIPS FOR SCHOOL BOARD MEMBERS TO LOOK AND SOUND THEIR 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!

RECOMMENDATIONS FOR BEST VISUALS

- 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.
- Find a spot with good lighting.

AUDIO AND VIDEO TELECONFERENCING AND LIVESTREAMING

- Stick to the agenda.
- Choose a quiet location.
- Charge or plug in your device before the meeting begins.
- Test equipment prior to the meeting or call.
- Leave the call on mute when you are not speaking.
- Remember the meeting is “live.”
- Learn how executive session will work prior to the meeting.
- Say your name before speaking each time - “This is Bob.”
- Speak up and speak clearly.
- Always be aware of your surroundings.
- Focus on the call - no multitasking.
- Hang up or disconnect completely at the end of the meeting.



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