

Board and Committee Presentation Tips

Seating

Presenters should sit at the staff table when their agenda item is called.

Responding to Board Questions

Keep all responses short. If it is appropriate, give a simple yes or no answer. If you don't know the answer, respond with, "I do not have the answer at this time, but will get it for you as soon as possible."

Using Consultants

The consultant should never conduct the entire presentation. District staff should always introduce and set the framework for the agenda item. The consultant should give their portion of the presentation and then staff should give the conclusion. Staff should facilitate questions from the Board, deferring questions to the consultant as needed.

Charts and Graphs

If the graph will be reproduced in color, use primary colors to highlight differences. If the graph will be reproduced in black and white, use different styles of lines or fills to distinguish between the lines. The legend should be large enough to read and easy to understand. It should be labeled and dated to indicate how it relates to the agenda item and should be able to stand alone.

PowerPoint Presentations

When providing a PowerPoint presentation, please do not read each slide. The Board members will have a copy of your presentation before them, so use your PowerPoint as a reference tool.