

Roundtable Toolkit

A Guide of Best Practices and Exercises

Content in this Toolkit

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MMACs Council of Small Business Executives (COSBE) is proud to support the success of our Executive Roundtable groups, through which we rely on the connection and assistance of our volunteer group leaders. Thank you for all you do to assist the growth and health of your roundtable!

GROUP PURPOSE

What is the point of the “Group Purpose “I Will” Document” exercise?

This exercise helps a group take pause, to reflect on form and function of your roundtable – to ensure it is delivering what is needed and expected from all participants. It allows all members regardless of tenure, to take part in defining what your roundtable should be.

It is an essential step for a group who is considering adding new members. It will demonstrate to prospective members, your group has structure and defined purpose. It also sets expectations; so your group is most likely to attract members who have similar goals and who understand the commitment involved.

It diminishes participant fall out of both existing and new members.

It defines your meeting format to achieve highest efficiency. The format in this template is the time-tested and recommended format COSBE has adopted from the Edward Lowe Foundation.

STEPS FOR THIS EXERCISE: Group Purpose “I Will” Document

Distribute AHEAD of roundtable discussion.

Block and hour at an upcoming roundtable meeting to discuss.

Amend your Group Purpose statement. *Make it your group’s signature purpose – What you decide collectively is the reason you want to dedicate time and energy to this roundtable process.*

Amend any of the “Members will...” section to suit your group’s needs.

Amend any of the “Format we will follow:” section to suit your preferred meeting flow.

COSBE can make amendments and archive for you.

Review as needed.

GROUP PURPOSE

Group Purpose & "I Will" Exercise/Document

Purpose of Group:

Meetings will focus on professional issues over personal, leaning towards an environment that combines learning and sharing best practices.

Members will...

Make commitment to attend 80% of annual roundtables.

Will actively listen, as well as thoughtfully share experience (not advice).

Hold all information shared confidential.

Refrain from "selling" other members. Group members may seek information about another's service/product outside of roundtable meetings only.

Communication –

As a courtesy, all members will RSVP all, to meeting notices; stating brief reason for any absence.

Group Cohesion & Satisfaction –

Group through guidance of group leader will plan out yearly calendar in December.

SREX #1 will participate in two social outings each year (one summer, one winter).

A new leader should be identified at **October** meeting for the coming year.

New Members –

The Group must be unanimous in decision when adding new members.

New members will be interviewed by two group members. Their recommendation will be presented to the entire group before invitation is given. (see flow chart below)

The Group will strive to maintain a roster of close to 12 participants; focusing on a balance of male/female.

Member Dismissal –

Grounds for group dismissal can include:

Failure to be an 80% attendee

Participant no longer with an MMAC member company

Participant in role that no longer matches CEO roundtable requirements

Participant switches to firm that is in competition with a more senior member's company.

*Participants recognize that dismissals are not personal – but are to help sustain the best direction for the group.

GROUP STRUCTURE

Format we will follow:

ONE WORD OPENER

UPDATES

No longer than **3 minutes each**

Include recap of any issues previously shared

Provide update on new challenges or issues.

*Updates will not involve ANY discussion. These are uninterrupted moments for each member to “update” the entire group.

SELECTING ISSUES

Group leader facilitates process of prioritizing issues utilizing the Parking Lot*. You will usually have time to manage 1-3 issues during your meeting.

PRESENTING ISSUES

Presenter gives detail on issue, providing background. This is also uninterrupted time – Questions members have on the issue should be held for the moment.

Q&A

Members ask the presenter clarifying questions.

BEST PRACTICE SHARING

Members share experiences related to this issue. No advice is given, following Gestalt language protocol. Example: “Here is what I did in a similar situation...”

HOUSEKEEPING

Any issues not covered, identified by leader and will be prioritized at next meeting.

Review calendar – note any changes if necessary

Meeting review – Group leader inquire, what worked and what didn't

ONE WORD CLOSE

*During uninterrupted updates, leader should make notes of possible issues – in the Parking Lot. The Parking Lot is used to determine priorities to be addressed; whom might present an issue first, second, etc.

Important Not Urgent Quadrant 3	Urgent Important Quadrant 4
Not Urgent Not Important Quadrant 1	Urgent Not Important Quadrant 2

EXAMPLES

Should I buy a new car? (Q1)

I need help with my three-year business plan. (Q3)

I just found out that my spouse is having an affair. (Q4)

I have to decide today whether to go to Cancun or the Bahamas. (Q2)

GROUP ACCOUNTABILITY

Strategic Profile Exercise

Early in the year (January/February meeting), each member will be asked to present their plan to achieve success in 2018. If you are on a different fiscal year, please use your current year and provide an update. Feel free to use hand-outs or power point. 10 minutes for the presentation (with no interruptions) followed by 5 minutes for questions.

In order to provide consistent presentations please use the format below:

2018 Budget or Profit Plan which will consist of:

- projected revenue from all sources
- pre-tax earnings
- net change from 2017
- net change in employment
- other key measures, if any, such as backlog, bookings, deliveries etc.

High level corporate goals and or objectives

- strategic initiatives
- threats to current business
- acquisitions or sales in process

High level operational or tactical plans to accomplish the goals and objectives

- bullet points of plans or steps to accomplish the goals

Personal goals and objectives

- family, personal, spiritual, etc.

Extra

- sales and marketing plan and or marketing/sales material



GROUP CONNECTION

Roundtable Ice Breakers

Origin of Your Last Name

Time required: 10-15 minutes (1-2 minutes each)

Ask each person to the best of his/her ability to describe the origin of his/her last name.

Origin of Your Company Name

Time required: 10-15 minutes (about 1-2 minutes each)

Ask each person to briefly describe the genesis of their company name

Bucket List

Time required: 10 minutes (about 1 minutes each)

Ask each person to describe 2 of their life's bucket list "to dos" not yet achieved.

A Little Known Fact

Time required: 10 minutes (about 1 minute each)

Ask each person to offer something about themselves that group members might not guess about them.

First or Worst Job

Time required: 10 minutes (about 1 minute each)

Ask each person to share a few details about their first or worst job.

On a Map

Time required: 10 minutes (about 1 minute each)

Ask each person to share a city/location that inspires them the most.

