

# CEO RT Guidelines

## I. The CEO Roundtable

1. The CEO Roundtable (CEO-RT) is a closed group of executives (Members) that meet regularly to focus on critical Member issues, stay informed on emerging trends, exchange ideas, and share best practices.
2. The CEO-RT provides a venue for Members to focus is on critical conversations within a confidential group of peer participants.
3. The CEO-RT is Member-governed. Meetings, events and activities are administered by its Members.
4. The meeting calendar shall be determined at the beginning of each year with each Member offering to act as Facilitator for a specific month. There are 10 meetings per year, currently the third Friday of the month from 7:30 a.m.-11:00 a.m. There are no meetings in July or December.

## II. Facilitator's Responsibilities:

1. The Facilitator acts as the CEO Roundtable meeting host and coordinates all aspects of the meeting.
2. The role of Facilitator revolves through the Membership based on the fixed calendar.
3. If the Facilitator cannot make the meeting in their allocated month it is his or her responsibility to contact the Members and recruit a substitute Facilitator. The substitute will take on all responsibilities of the Facilitator and will still be responsible for facilitating their scheduled month as well, but two months can be swapped.
4. Alternate dates can be proposed by the Facilitator, or by Members to the Facilitator, if special circumstances warrant.
5. The Facilitator shall decide the location where the next meeting will be held.
6. The Facilitator shall take a census of the Members prior to the meeting in order to determine who is planning to attend and if any Member has a pressing issue that requires additional time.
7. Prior to the meeting date the Facilitator shall notify the group with a list of Members who plan to attend including any invited guests.
8. The Facilitator shall create a tentative agenda and communicate it via e-mail to all Members no later than the Wednesday before the Friday meeting. The announcement shall confirm the selected meeting location, list of attendees, and provide the agenda with scheduled time slots for each planned activity. The Facilitator shall provide a final agenda at or the day before the meeting.
9. During the meeting, the Facilitator maintains order and holds all the Presenters to the agenda and schedule, and MOST IMPORTANTLY, manages each Presenter's time.
10. The Facilitator is responsible for providing refreshments for all those attending.
11. The Facilitator shall start the meeting at the scheduled time, **on time** out of respect for Presenters, Members and guests in attendance.

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### III. Format and Content for meetings.

It is the Facilitator's responsibility to maintain the timeline and assist in keeping attendees on track and focused on the issue at hand.

1. To ensure a Member with an important business issue has ample opportunity to present at the meeting, Presenters with business issues will have priority and be allocated up to 1 hour for their issue. The remaining time can be used for updates from other Members as well as follow-up on issues presented previously.
2. Each Presenter shall be typically allocated 45-60 minutes, generally as follows:
  - 20-25 minutes: Presentation of issue.
  - 10-15 minutes: Member Clarifying questions.
  - 10-15 minutes: Member Recommendations.
  - 5 minutes: Presenter Feedback (what action they will take and what they expect to be held accountable for in subsequent meetings).
3. During the presentation time there will be **NO COMMENTS OR QUESTIONS**, not even clarifying questions. Often questions are answered later as part of the presentation. If not, they can be addressed during the Member Clarifying portion of the presentation. This format helps the Presenter to stay on target and avoid getting off on tangents.
4. Extended Updates: If requested, the Facilitator shall allocate time for an extended update on a Member's business, new and/or previous issue. Approximately 10-20 minutes per extended update including Member feedback.
5. Updates: The Facilitator should allocate adequate time for follow-up and input regarding Member significant / important / critical events / goal updates since the last meeting. Approximately 5-10 minutes per Member.

### IV. Member responsibilities:

1. **Attendance** is extremely important and members should make every effort to attend meetings. As a courtesy to others, meetings should only be missed because of critical issues, not discretionary issues. Members missing meetings should catch up with other Members on what was missed.
2. **Notice**. Each Member must let the Facilitator know if they plan to be in attendance. Out of courtesy this notice should be given as early as practical.
3. Each Member should be attentive to Presenters, other Members updates and, time permitting, provide their own update at each meeting as appropriate and as time permits.

### V. Presenter's responsibilities:

1. If you are presenting a business issue, the Presenter should communicate worksheet summary or presentation materials to all Members a minimum of 48 hours before the meeting.
2. Presenter should be well prepared and focused as if presenting to a board of directors.
3. Each Presenter should limit recapping formerly presented information to a minimum and focus on their NEW issues.
4. Each Presenter is responsible for making the presentation tight, focused and within the timeframe.

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### VI. Attendee's responsibilities / Mutual Respect for other Members:

1. **Review.** Out of respect to the Presenter, attending Members agree to review any Presenter's materials received before the meeting and be prepared to participate and ask questions.
2. **On-Time.** On-time arrival is a courtesy to other Members. Members should plan to arrive at least 10 minutes before the meeting is scheduled to start.
3. **Confidentiality.** Each Member and potential Member agrees to keep everything written or verbal in the meetings as confidential and proprietary information. Members and potential Members agree not to share ANYTHING (no matter how trivial it may seem) unless cleared first with the person who provided the information.
4. **Etiquette.** Out of respect to the Presenters, cell phone calls, texting, typing on laptops / tablets are not permitted during the meetings (except for meeting notes, physically challenged, etc.).
5. **Duration.** To show other Members you are respectful of their time, unless you have a critical issue that requires you to leave early, you should plan to stay for the entire meeting.

### VII. Membership

To qualify for Membership in the CEO Roundtable applicants must be or have been at the "C" level managing and operating a business; agree with our Guidelines, goals and objectives; be respectful of others and their time; and accept the following responsibilities as a Member:

1. Members agree to assist other Members with their business issues.
2. Members agree to participate in CEO Roundtable meetings on a regular basis and attend as many as possible.
3. Members agree to continue to be a resource to other Members, both in and out of meetings.
4. Members agree to meet with other Members one-on-one whenever possible.
5. Members agree to share personal contacts and best practices with each other.
6. As a condition of continued membership, each member agrees to the provisions of these CEO Roundtable Guidelines, particularly the provisions regarding confidentiality.

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### VIII. New Members

1. Every Member has a responsibility to identify and Sponsor Candidates for Membership.
2. Members can Sponsor a new Member by presenting a brief bio of a proposed Candidate, either at a meeting or via email prior to the meeting.
3. After dissemination of the Candidate's bio to all Members, each Sponsor should schedule agenda time with the upcoming meeting Facilitator for an open discussion about that Candidate at the next meeting.
4. If the group generally agrees to move forward, the Sponsor shall organize with the Facilitator of the next meeting to invite the Candidate to attend the meeting to present his/her business to the group and answer questions from the group. The proposed Member can also participate in another Member's or Candidate's presentation, provided Presenter agrees there are no issues of confidentiality in their presentation.
5. Before the meeting, each Candidate's **MUST AGREE** to keep everything written or verbal in the meetings **as confidential and proprietary information**. Candidates agree not to share ANYTHING (no matter how trivial it may seem) unless cleared first with the person who provided the information.
6. After the Candidate's presentation, the Member attendees in a closed session consider the new Member's candidacy. Once it is agreed that the Candidate will be considered for Membership, the Candidate must go through the CEO RT vetting process.
7. The proposed Candidate must meet with at least two Members prior to next meeting. For the vetting process, the Sponsoring Member is responsible for setup and coordination of an informal meeting with the Candidate and two or three current Members. The Sponsor need not attend this meeting.
8. After the informal meeting, feedback on the Candidate shall be provided to all Members. The Sponsor shall facilitate a discussion of the candidacy via email and or at the next meeting.
9. The Sponsor shall call for a vote by the Members to approve or disapprove the Candidate joining the group. If the majority agrees AND there are no overriding conflicts or objections voiced by any Member, the Candidate is approved.
10. If the individual is approved for Membership, the CEO RT Guidelines are supplied to the Candidate for review and acceptance.
11. If the Candidate is interested, and agrees abide by all CEO RT Guidelines, he/she joins the CEO Roundtable and is welcomed by the group.