

BOARD RESPONSIBILITIES

The Best Practices and Techniques for Highly Effective Boards for Directors

Topics, techniques and best practices to improve governance and management of associations, chambers and nonprofit organizations. Presented by Bob Harris, CAE, chairman of NonProfitCenter.com, instructor, author and certified association executive.

Board's Roles & Responsibilities

- Making a Difference
- The 10 Responsibilities
- Three Legal Perspectives
- Being "Great, not just Good"
- Governance or Management?
- A Governing Model
- Structure – Complexity
- Unique Terminology
- Run Like a Business
- Partnership with the CEO

Protecting the Organization – Risk Mgmt.

- Apparent Authority
- Antitrust Avoidance
- Volunteer Immunity, Insurance
- Auditing, Audit Committee
- Sarbanes Oxley Act

Goals and the Strategic Plan

- Mission & Vision Statements
- Purpose and Value of Planning
- Realistic Planning Process
- Appoint a "Plan Champion"
- Goals and the BHAG

Challenges, Issues, Values

- Diversity, Revenue, ROI, Workforce,
- Competition, Collaboration,
- Technology, Transparency, etc.

Board Tools

- Bylaws; Articles of Incorporation
- Policies and Procedures

Workforce and Staffing

- Relationships, Ethics
- Professional Development

Finances

- Reading the Financial Report, UBIT
- Focus on New Revenue Sources

Committees

- Charging Committees-When
- Standing or Task Force
- Accountability
- Board Development Committee
- Committee Reports-Authority

Board Orientation

- Process, Frequency
- The Leadership Manual
- Commitment Form
- A Word about Confidentiality

Meetings of the Board

- Agenda Development – Notice
- Utilizing a Consent Agenda
- Minutes and Notes
- Rules of Order
- Room Set-Ups; Handouts

Membership, Retention, Benefits

- The Golden Handcuff
- "Treat them Like Customers, Engage them Like Members"
- Franchise Model for Efficiency
- The Benefits Portfolio
- Communications, Technology