



Best Practices and Techniques for Excellent Boards

Techniques to improve governance and management of associations, chambers and nonprofit organizations.

Board's Roles & Responsibilities

- Making a Difference
- The Ten Responsibilities
- Three Legal Perspectives
- Being "Great, not just Good"
- Governance or Management?
- Governing Models
- Structure – Complexity
- Unique Terminology
- Run Like a Business
- Sarbanes Oxley and Boards

Protecting the Organization – Risk Mgmt.

- Apparent Authority
- Antitrust Avoidance
- Volunteer Immunity - Insurance
- Auditing, Audit Committee
- Public Records
- Sponsorships, Endorsements

Leadership Development and Orientation

- Process, Frequency
- The Leadership Manual
- Commitment and Ethics Form
- A Word about Confidentiality
- Board Assessment Tools
- Bylaws; Articles of Incorporation
- Policies and Procedures
- Special Terminology

Challenges, Issues, Values

- Diversity, Revenue, ROI, Workforce,
- Competition, Collaboration,
- Technology, Transparency, etc.
- Franchise Model of Efficiency

Finances - Budgeting

- Reading the Financial Report, UBIT
- The Audit Committee's Role
- Maximizing Revenue Sources

Committees

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

Goals and the Strategic Plan

- Purpose of Planning
- Mission, Vision & Values Statements
- 90 Day Planning Process
- Appoint a "Plan Champion"
- Goals and the BHAG

Meetings of the Board

- Agenda Development & Notice
- Utilizing a Consent Agenda, Reports
- Minutes, Recordings and Notes
- Rules of Order
- Room Set-Ups

Membership, Retention, Benefits

- The Benefits Portfolio
- The Golden Handcuff
- "Treat them Like Customers --- Engage them Like Members"*

Workforce and Staffing

- Relationships, Ethics
- Professional Development
- Communications, Technology
- Whistle Blower Clause