

America benefits from the volunteers who serve on more than 1.5 million boards of directors.

The board has a responsibility to govern according to state and federal laws, as well as the governing documents.

Primary responsibilities include:

- ✓ Advance mission.
- ✓ Adopt budget.
- ✓ Strategic direction.
- ✓ Member service.
- ✓ Performance monitoring.
- ✓ Forward thinking.

The board works as a team with staff and committees

Thank you for volunteering. Board service requires a skillset. Make a positive impact through Preparation, Attendance, Responsibility and Leadership.

PREPARE



Come prepared for discussions and voting.

Rules of Order –

Understand the basics, find a cheat sheet or buy Robert's Rules.

Read – Make time to read reports before the meeting. Be sure to understand governing and financial documents.

Rump Sessions –

Avoid pre-meeting rump sessions. Address questions to the CEO.

Sounding Board –

You may represent members or a sector. Seek their opinions.

Officers – Have added duties to oversee.

ATTEND



Woody Allen said 90% of life is showing up.

Show Up – Put it on your calendar, directors need to be at duly called meetings.

Quorum – The number required to conduct business.

Listen – Be a good listener, frequently asking *WAIT* - "Why Am I Talking?"

Vote – You have authority from gavel to gavel; not outside the board room.

Group Think – Rely on facts, avoid influence of group think.

Respect – Respect the team of officers, directors, committees and staff.

Squirrel! – Adhere to the agenda, avoiding distractions.

RESPONSIBLE



There are specific duties of a board.

Performance – Agree on desired outcomes and monitor performance.

Transparency – Members expect results and clear communications.

Interim – Work continues between board meetings; outreach, fund raising and initiative.

Resources – The money belongs to the members, be a good financial steward.

Communications – Be an excellent communicator; following lines of authority.

Conflict – Reveal and abstain for conflicts of interest.

LEADERS



Be authentic in your leadership role.

Values – The

organization has a culture; be respectful, strategic, innovative, humble and passionate.

Encourage – Entry into leadership starts by asking, "Would you be interesting in serving?" Ask often.

Strategic Plan – The plan is the board's roadmap to advance mission and goals. Refer to it often.

Term Limits – Terms end; pace yourself and achieve results while you have a seat on the board.