

Leadership Orientation – Agenda

Sample

I. Welcome and Introductions – Incoming or Current President

- Volunteer Leader Introductions
- Staff Introductions

II. Organization, Responsibilities, and Job Descriptions

- Duties and Responsibilities of Directors
- Conflict of Interest – Policy Statements
- Preparing for Meetings – “Read to Lead”
- Leadership Notebook Contents
- Boards of Directors and Staff Rosters

III. Association Operations

- Member Services
- Governmental Relations
- Subsidiaries (PAC, Foundation)
- Organizational Chart
- Association Facts – Timeline, Founding, Milestones
- Elevator Speech
- Recruiting Members

IV. Rules of Order

- Order of Business at monthly Board of Director meetings
- Sample agendas,
- Financial Statements – review and acceptance
- Format of Minutes

V. Risk Management

- Antitrust Avoidance and Policy
- Insurance Coverage and Volunteer Immunity
- Role of Legal Counsel
- Fiduciary Duties of Directors and Committees
- Legal Concerns
- Board and Committee meetings

VI. Governing Documents

- Mission and Vision Statements
- Articles of Incorporation
- Bylaws
- Policy Manual

VII. Annual Calendar – Schedule of Meetings and Events

VIII. Strategic Direction

- Update on Strategic Plan
- Major Goals – Our Core Competencies