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.

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

www.nonprofitcenter.com
bob@rchcae.com