

Webinar Overview

- 1. The Proficient Board
- 2. Roles and Responsibilities
- 3. Recruitment and Onboarding
- 4. Effective Meetings
- 5. Planning for Success and Succession
- 6. Addressing Conflict
- 7. Q&A



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The Proficient Board

Comprised of Board Members that are:

- Knowledgeable of their roles and responsibilities
- Engaged in the work of the organization
- Ready to commit resources
- Willing to be an Ambassador for the organization
- Attentive to the present, with an eye to the future
- Ready to serve with integrity





The Basics

- The tax-exempt organization is a "Public Trust" governed by a Board of Directors (3 or more)
- The Board oversees operations and finances
- Legal Responsibilities The Standard of Care:
 - Duty of Care
 - Duty of Loyalty
 - Duty to Manage Accounts (Fiduciary Responsibilities)
 - Duty of Compliance







The Motivated Board Member



- To give back to my community
- To make a difference
- Commitment to the Mission
- Networking
- Professional development
- Improve leadership skills
- Because "I was asked"

The Returning Board Member

- Making a difference
- Loyalty and respect for the Org.
- Sense of duty & commitment
- Sharing skills and expertise
- Helping the group served
- Contribute to Org. success





Board Types

- Startup board
- Operating Board
- Governance/policy board
- Fundraising board
- The "working" board
- The restructuring board





Getting Started - Recruitment

"You never have to recover from a good start..."

- Where are your volunteers?
 - Business/property owners
 - Civic leaders
 - Change agents
 - Professionals
 - Retirees
 - Students





• Anyone willing to support the mission...

Getting Started - Recruitment

- Initial Board of Directors
- The mature (or maturing) organization:
 - Specific representation
 - Specific skill sets
 - Specific demographics
- Finding volunteers:
 - Direct recruitment
 - Advertise (online, civic/special events, media)
 - Project-based connections





Onboarding

- Project volunteer
- Committee/taskforce member
- Invite to board meetings
- Application/approval
- Orientation
- Slot "term" duration
- Connect to any digital subscriptions (Google groups, NMMS dashboard, etc)

Understand the skills, motivation and 'fit', then connect those to your needs.

Consider how you'll engage individuals of differing age, gender, ethnic or cultural backgrounds



Orientation

- Initial meeting w/ Board Chair, Executive Director
- Present a board handbook (physical, virtual)
- Review organizational details
- Discuss organizational history and meeting culture
- Relay expectations
- Introduce them to rest of the board



Welcome

Aboard!



The Board Handbook

- Mission/vision statements
- Articles of Incorporation
- Bylaws
- Board roster/bios
- Meeting minutes (last 12 months)
- Current projects & commitments
- Policies
- Current plans (MRA, Cultural, ETS and work plans)





Effective Meetings

Put planning, dialogue and work in appropriate spaces...

- 1. Are you allocating enough time & frequency of meetings?
- 2. Consistency in meeting time and location?
- 3. Are discussion leaders prepared? (written summaries?)
- 4. Are board members prepared in advance? (reviewing info)
- 5. Are we attending to human needs? (food, beverages)



Effective Meetings

Focus on ACTION, not just dialogue...

- Old business / new business
- Committee/taskforce/director updates
- Partition action items and updates
- Review financials
- Progress on projects
- Troubleshoot problems
- Address sustainability: roles, recruitment, staffing, resources, annual evaluation, succession and strategic planning
- Meeting minutes: Critical information, decisions, actions



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The Board Chair

Sets the tone for *everything*...

- Lead the organization, board, success and outcomes
- Connects resources
- Organizes and manages the board
- Oversees the Director
- Sets the agenda (in partnership with the Director)
- In board meetings:
 - Ensures attention to process, order and outcomes
 - Addresses long term and succession planning
 - Recognize, acknowledge, thank



Establishes a *Culture* of...?

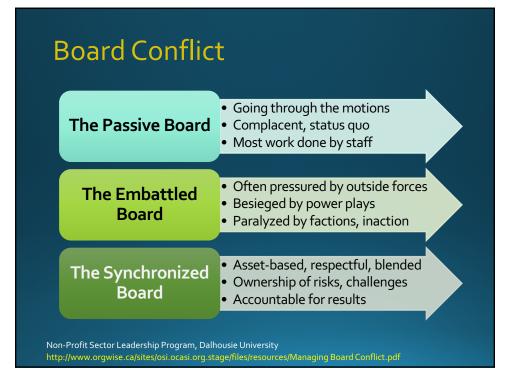
Role of the Executive Director

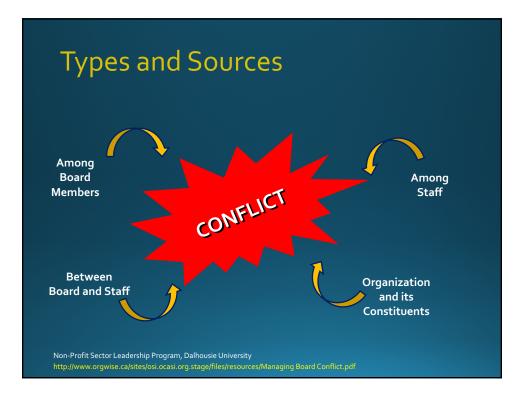
The E.D. is not the staffer for every board member...nor the Secretary

- Help recruit board members
- Help track term limits
- Prepare financial and other reports
- Prepare meeting materials, logistics
- Coordinate/liaise with NMMS, local government, etc.









Managing Conflict

- 1. Clarify roles, responsibilities, boundaries, practices
- 2. Establish a code of conduct (and culture)
- 3. Seek to understand underlying sources
- 4. Leverage healthy conflict to move forward
- 5. Address conflict openly and directly
- 6. Seek collaborative solutions
- 7. Role of board chair vs. contributors
- 8. Document solutions



Thank You!!

Questions?

Webinar #2 (March): Exploring the Board's Role in Fundraising

Webinar #3 (May): Evaluating the Board, Staff and Organization



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