Board Training Notes

Presenter: Janet Boguch

Tuesday July 8th, 2014 – 9:00am – 4:30pm

Willapa Harbor Community Center, South Bend, WA

**TAC Members in Attendance**

Chair--------------------Erin Frasier

Vice Chair-------------Kristin Clouse

Secretary---------------Paul Turner

Treasurer---------------Emily Popovich

Member at Large------Katie Lindstrom

Fiscal Manager--------Bob Caetano

Project Director-------Geri Marcus

Project Coordinator---Natasha Nesbitt

Project Assistant-------Tanya Schiller

* Janet recommends using [www.boardsource.org](http://www.boardsource.org) as resource for tools and information
* Staff and board need to have and utilize ongoing communication. Often, people are unaware of what they don’t know. There should be an emphasis and an encouragement of ongoing education.
* Board “ground rules” and “rules of engagement” should be written and posted within the meeting room.
* The Parking Lot/Bike Rack/Machine Shed/Back 40
  + This is a space (often a large sheet of parchment paper or a bulletin board) used for managing additional notes or ideas for revisiting—sticky notes are a common tool.
    - Examples of things to be “parked”
      * Topics that are too large for a regular meeting
      * Ideas to incorporate into a board meeting
      * Questions or suggestions
  + The lot encourages follow-ups and things to follow-through with.
* Name Tags
  + Janet suggests that they are kept by staff and distributed at each meeting for determining seating arrangements. The idea is to separate old members and incorporate new members in a friendly fashion.
    - Recommended details to include on the name tags:
      * Name
      * Organization
      * Position: Board/Staff
      * Time in position
  + We could work on trying to incorporate name tags into the General TAC Meetings for more inclusion among members.
* Pop Quizzes
  + Some kind of quiz/review should be utilized at every meeting to encourage continuous learning and to make sure that everyone is on the same page of understanding.
  + It could be listed at the bottom of the agenda or emailed out before the meeting
    - Ideas for quiz topics
      * Jargon and acronyms
      * Operating budgets: past, present and future
      * Organization mission and involvement
* “What is a board?” – Group Brainstorm
  + Leadership
  + Committed individuals
  + A group with common purpose and expertise
  + Representatives of the community they serve
  + A core
* “Why have a board?” – Group Brainstorm
  + Legal requirements
  + Group consensus
  + To provide direction
  + To bring order
  + Checks and balances accountability
  + Inclusion for community members
* Understanding what fiduciary means
  + Financially, morally and legally bonded
* Janet recommends: creating a diagram of the organizational structure
  + Advisory boards are not fiscally responsible, but they need to act like they are
  + Janet’s bias:
    - Unless a fiduciary, an advisory board is a bit of a misnomer—the naming can cause some technical confusion
* OLD ideas about board/staff relationships that should be DISCARDED
  + Boards govern – Staff manage
* Instead, consider the 4 HATS each board member should wear [Listed in the PPT slide #9]
  + 1 – Governance – Policy
  + 2 – Support – Volunteer work/hands-on
  + 3 – Advisor – Expertise
  + 4 – Ambassador – Voice/Advocate
* Sustainable organizations need *non-board stakeholders* so that board members don’t burn out.
* Janet emphasizes that board education should be ONGOING and AT EVERY MEETING.
  + The mission of the organization and the vision statement should be shared at the next meeting for board education.
* 3 Primary BOARD ROLES [PPT slide #10]
  + Sets Direction
    - Know the mission and the strategic plan
  + Ensure Resources
    - Integrate new members, policies, develop people power and money power
  + Oversight
    - Ethical, legal, and financial standards
* Assessment Tool – PIE CHART Worksheet [PPT #11]
  + All needs (pieces of the pie) must be fulfilled in balance.
  + Each board needs to evaluate their critical issues and what they are lacking right now.
  + Refrain from judgment on the gaps – use the opportunity for education
    - Pieces of the pie
      * Fundraising – revenue sources
      * Planning
      * Education - evaluation and support
      * Programs/operations
      * Community relations
      * Financial management
        + Rate each piece with a fraction: skill / willingness, rated 0-5, 5 as the highest
* “What are the responsibilities of individual board members?” – Individual and Group Brainstorm
  + Play to our strengths and expertise
  + Be engaged – ask questions
  + Volunteer and participate in community events
  + Support other organizations – engage in networking
  + Respond to emails
  + Come to meetings prepared
  + Work in between meetings
  + Bring board into the community – recruitment
  + Make tough decisions
  + Follow through – do what you say you’re going to do – accountability
  + Speak up
  + Be able to compromise
    - Individual Responsibilities [PPT Slides #12-13]
      * Actively participate
      * Be informed
      * Promote the organization
      * Safeguard ethics and values
* TAC should be aware of its “conflict of interest” policy
  + Refrain from asking special favors of the staff
* Governance: Legal Obligations [PPT #14]
  + Duty of care
    - Do not withhold. If you disagree, say it.
    - Meeting minutes are a legal document and should include attendance and voting results. They should be as thorough as possible.
  + Duty of loyalty
    - Avoid conflicts of interest.
    - Be willing to put aside professional interests.
  + Duty of obedience
    - Stay true to obeying the law and legalities
* Effective Governance [PPT #15]
  + 1 – Critical issues concerning the organization
    - Reflection on TAC—Individual and group
      * Not enough community involvement
      * Teens may not be as interested or engaged as we want them to be
      * Lacking in volunteer recruitment
      * How to spend and match the money
        + Reconsidering the committee structure
        + TAC, in addition to DFC

Stay true to mission

Stay true to entities

Systems or structures

* + - * + Clarify presence and interest
  + \*\*Avoid the monotony and lecturing nature of board meetings. Make sure that discussion is happening and issues are being evaluated.\*\*
  + 2 – Make deadlines on issues – timetables
    - Visualize the end result
  + 3 – Have a clear vision of what success would look like in an ideal world/situation
  + 4 – Engagement must happen between both internal and external forces

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* Characteristics of EFECTIVE and HIGH PERFORMING Boards [PPT #16-18]
  + 1 – Understands partnerships – clarify roles and responsibilities
  + 2 – Establish a set of honors and a set of clearly written responsibilities
    - Sign and copy the commitment
  + 3 – Have someone focus on the passion for the mission
    - Present this question to members: “Why am I involved in this board, today?
      * Ask them to write first, and then speak.
  + 4 – Focus time and attention on important issues.
  + 5 – Structure board work to get important things done
    - Re-think falling back on committees