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