

Boards for All

OVERVIEW

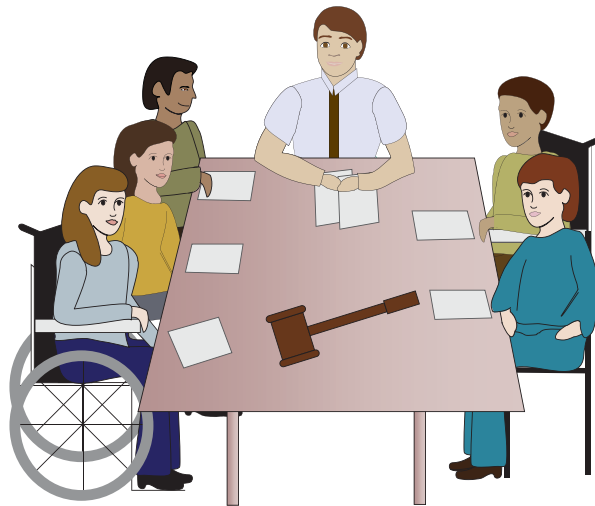
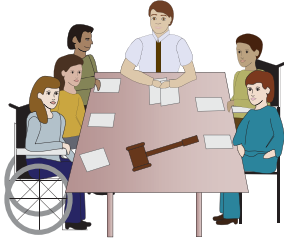
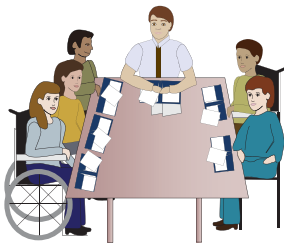


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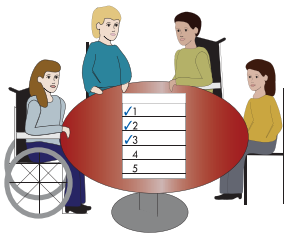
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Boards of Directors

“My participation on the board of directors has given me a sense of empowerment.”

Olga Sarabia
Chair, Board of Directors
Eastern Los Angeles Regional Center



Overview

Governance by a board of directors means:

- creating strategic plans and broad policies
- supervising the executive director
- ensuring adequate funding and following laws
- representing the organization in the community



What is a mission statement?

A mission statement describes the purpose of the organization. It focuses the board's work and promotes the organization's vision.

What does a board of directors do?

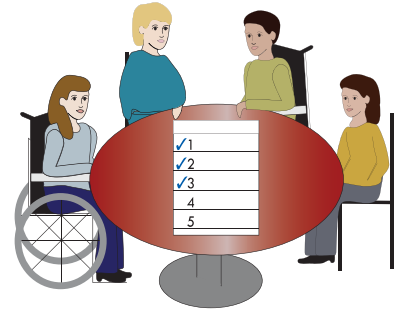
A board is legally and financially responsible for how the organization operates. Through policies, it sets boundaries that guide how the organization accomplishes its work and provides services.

A board meets regularly to oversee the organization's general activities and finances. It also develops board bylaws to carry out its responsibilities.

Role of Board Members

What are board member responsibilities?

- Attend meetings – be prepared and informed.
- Develop and follow policies and procedures.
- Review and approve budgets.
- Participate in public outreach activities.
- Supervise an executive director.
- Assure laws and regulations are followed.
- Develop and carry out long range plans.
- Be willing to participate on committees.



Conduct during board meetings

All board members are treated with respect and patience. Hearing differing ideas and opinions helps members take responsible action and be successful.

Conflict of Interest/Code of Conduct

Conflicts exist when board members vote on issues in which they or their employers may personally benefit.

Once a board votes, members must speak with one voice and not harm the board decision that was made.

How can I prepare for a board meeting?

Members must review meeting packets, minutes, agendas and related materials.

If members have questions or need assistance understanding, they have a right to receive support for this.

Purpose of Committees

What is a board committee and how is it formed?

A committee is a group created by a board to focus on special activities. Committees are key to board success because they complete many tasks and make recommendations. Committees report on their progress to the board.

What are three kinds of committees?

Bylaws describe permanent board committees. The board chairperson can decide if additional committees are needed.

Standing Committees – permanent and created through bylaws

Ad Hoc Committees – temporary and ends when assignments are finished.

Advisory Committees – often include community members and experts who provide perspectives.

How does a board use its committees?

A committee chairperson reports on committee work, answers questions and presents recommendations to the full board. Board members discuss committee work, and address any recommendations put forward.



Board Development

How does a board of directors grow?

A successful board has a membership with a range of experience and expertise. Board members use their professional community connections to recruit interested candidates.

What does a board chairperson do?

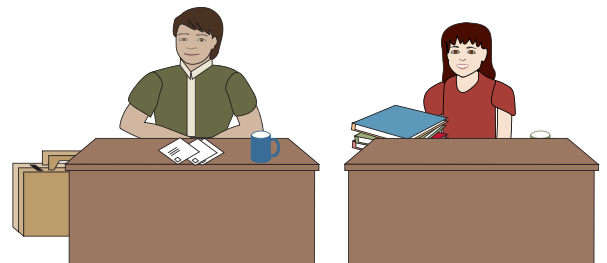
The board chairperson provides vision and leadership.

- Leads board meetings
- Makes sure bylaws and meeting rules are followed
- Works closely with executive director
- Works with committee chairpersons
- Ensures funds are handled properly and laws are followed
- Helps with public outreach activities
- Sees that a board receives training and evaluates its work

Evaluations

Board evaluations review how well a board is meeting the organization's needs. They also show how well individual members are doing their jobs.

Evaluations provide ways a board improves what it does to govern the organization.



Facilitation and Mentoring

What does facilitation mean?

Facilitation is individualized support for persons serving on a board or committee. A facilitator helps the member carry out board responsibilities.

What is a facilitation plan?

A facilitation plan describes what the member and a facilitator will do together. Members use a self-survey about needs related to board or committee duties. It leads to a job description for a facilitator.



Before, during and after a meeting.

A facilitator meets with the member to review meeting packets in preparation for meetings. They discuss plans to participate, and questions or opinions to share. A facilitator also provides explanations and adapts meeting materials.

A facilitator sits beside or behind the member and assists according to the facilitation plan.

The member and facilitator review board or committee activity after meetings. They also plan how to carry out assignments.

Meeting mentors

A mentor is an experienced member of a board or committee who helps newer members learn about their role.