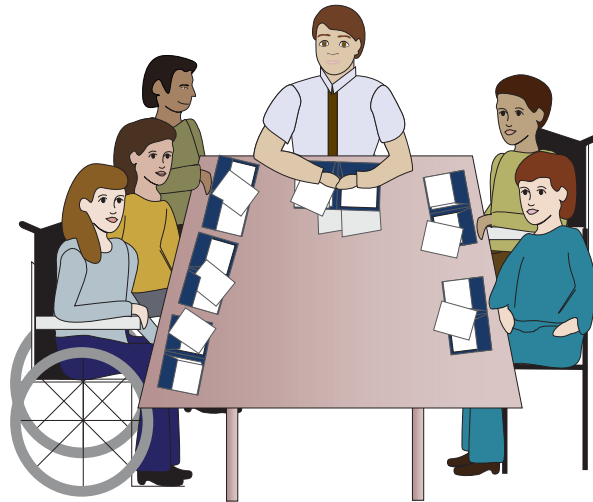


# Boards for All

## Role of Board Members



This worksheet provides an opportunity to think about being a member of a board or council.

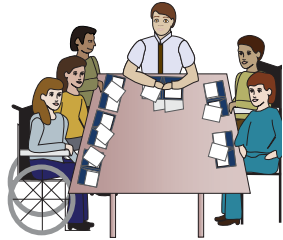
### Instructions

1. Read the information on each page.
2. Complete the questions.
3. Bring the completed worksheet to share at your next meeting.
4. Ask for help, if you have any questions.





# Role of Board Members



## What are Requirements for Serving on a Board?

Understanding the role of a board member takes time and may require support. It is important to review written rules provided for all board members, including the mission statement, bylaws or operating rules, meeting requirements and member responsibilities.

Every member has a duty to understand meeting materials and follow meeting business. Being informed means studying minutes, financial statements, committee reports and other related materials. It also requires asking questions for clarification to gain more understanding. If assistance is needed, the board chairperson can direct members to find support.

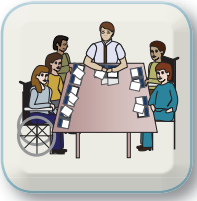
### Please Complete

*How should you prepare for a board meeting?*

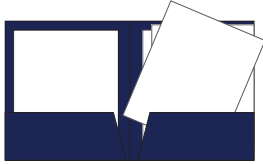
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# Role of Board Members



## What is Expected During a Board Meeting?

All members are expected to address agenda items and participate. Every member has a right to information provided in an understandable format. This assures thoughtful decision making and informed voting.

The organization's bylaws or rules state how many members make a quorum – minimum number of board members needed to conduct official business.

### Please Complete

*What are your key duties during board meetings?*

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## Board Relationship with Key Staff

A board hires and evaluates an executive director who manages the organization. The executive director is the only staff person with a direct relationship and responsibility to the board. At board meetings, he or she reports about organizational activities, progress, finances and planning.

As a team, the executive director and board have key roles in oversight including: financial stability, policy development, public relations and planning for the future.

### Please Complete

*How do the board and executive director work as a team?*

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