What Frustrates Us Most?

Board doesn’t understand its role

Board members don’t come prepared for our meetings

Zoom meetings – how can we better manage and engage?
TOOL: Outline the Role of the Board

1.) Update Board Job Description
2.) Ask each member to sign annually
3.) Ensure updates are reflected in bylaws

- Basic Functions/Purpose of Board
- Describe Board Structure
- Committee Service Expectation
- Personal Financial Giving Requirement
- Attendance Policy
- Estimated Hours/Month
TOOL:
Helpful Websites with Templates and Articles about Board Governance

www.boardeffect.com
www.boardsource.org
www.bridgespan.org
www.councilofnonprofits.org
www.missionbox.com
TOOL: Engaging Individual Board Members

- Be clear from the beginning – share job description and expectations as part of recruitment process
- Check in with each member individually and seek their counsel
- Assign staff liaisons for Board members
- Recognize Board members that use their skill sets to help the organization
- Utilize Board members in stewardship
Meeting Objectives:
1.) Approve a strategic direction for New Program
2.) Brainstorm potential strategic action to address budget shortfalls

<table>
<thead>
<tr>
<th>Topic</th>
<th>Leader</th>
<th>Purpose</th>
<th>Time</th>
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<tbody>
<tr>
<td>Welcome/Call to Order/Approve Minutes</td>
<td>Board Chair</td>
<td>Act</td>
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<tr>
<td>Executive Director Update</td>
<td>Executive Director</td>
<td>Inform</td>
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<td>New Program Strategy</td>
<td>Executive Director and Staff</td>
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<td>Budget Shortfall Brainstorm</td>
<td>Treasurer/Finance Committee and Staff</td>
<td>Brainstorm</td>
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Online surveys are an easy way to gather feedback from Board members prior to a meeting:

- Can cut down brainstorming time and allow discussion to have a common starting point and meeting time to be used more efficiently
- Can evaluate potential ideas prior to the meeting
- Can help determine what additional information the board would like to have
- Can easily keep track of participation
TOOL: Provide Context by Bringing in Partners

We often expect our Boards to make mission related decisions and then get frustrated when they don’t have the proper knowledge or background to do so.

- Consult subject matter experts
- Provide best practice examples from peers
- Provide context of the full nonprofit ecosystem
TOOL: Decision Making Prep Documents

- Recap previous discussion/information for Board in relation to goal/task
- Vetting of best practices and gathering of examples
- What is our capacity both financially and with our human resources to accomplish this goal/task?
- What partners are required for successful implementation?
- What are the pros and cons?
- Is there any information we are still missing that could impact our decision?
ZOOM – Is it here to stay?

1.) Weigh the pros and cons
2.) Develop ground rules
3.) Address virtual rules in your bylaws

- Camera on and Mute
- Chat Box and Raise Hand
- Hybrid option – is it feasible?
- Feedback Breaks
- Attendance Policy
- Phone free zone