

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



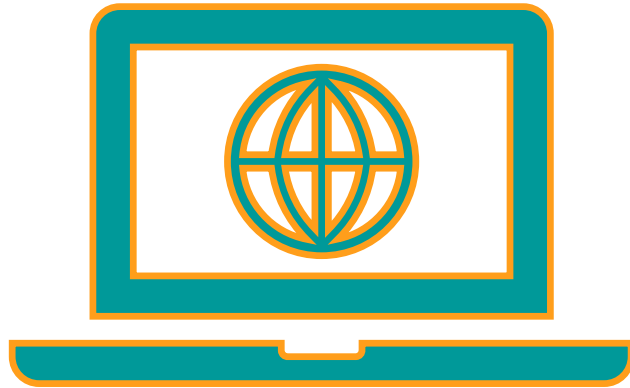
Attendance Policy



Estimated
Hours/Month

TOOL:

Helpful Websites with Templates and Articles about Board Governance



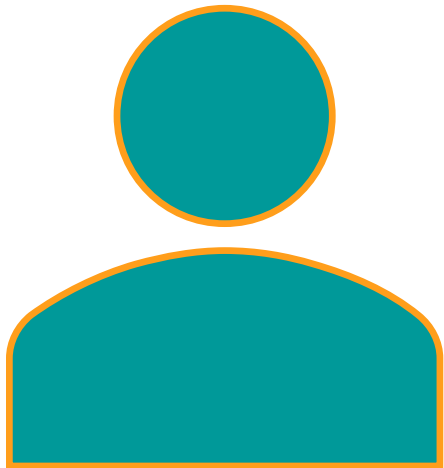
www.boardeffect.com

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

TOOL: Agenda Planning Template

Meeting Objectives:

- 1.) Approve a strategic direction for New Program
- 2.) Brainstorm potential strategic action to address budget shortfalls

Topic	Leader	Purpose	Time
Welcome/Call to Order/Approve Minutes	Board Chair	Act	5
Executive Director Update	Executive Director	Inform	5
New Program Strategy	Executive Director and Staff	Act	25
Budget Shortfall Brainstorm	Treasurer/Finance Committee and Staff	Brainstorm	25

TOOL: Pre-Meeting Surveys

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

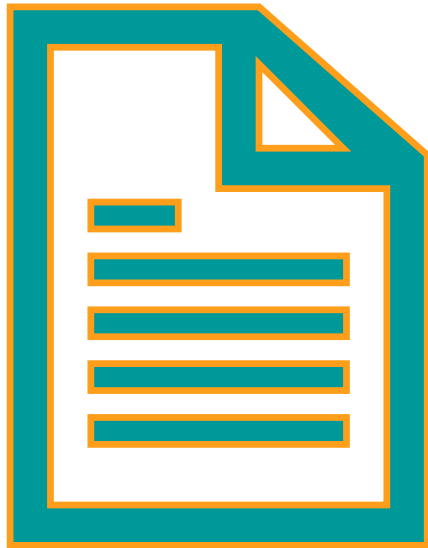




TOOL: Provide Context by Bringing in Partners

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