



# *Being a Member of a Board of Directors*

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# Board of Directors

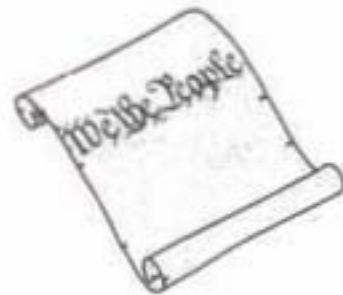
1. A Board of Directors is a group of people who make decisions about how an organization works.

2. People on the Board often speak up for or represent the interests of different groups of people, like citizens with disabilities.



3. The Board of Directors makes sure the organization does what it's members decide what it should do.

4. The people on the Board of Directors are responsible for acting on their by-laws and carrying out the organization's mission.



5. The Board of Directors is elected or appointed to lead the organization but must always communicate with all the members to get their opinions and ideas, too.

6. The people on the Board of Directors are responsible for making sure that their organization follows the law.



# Board Member Job Description



- Know about and support the goals of the organization.
- Be willing to listen, work with other people, and speak up for yourself.
- Be willing to go beyond your personal interest and think about what helps other people, too.



- Be willing to spend time preparing (going over the agenda and information packet so you will know the issues and your own opinion about them).
- Attend all scheduled meetings



- Know what to do if you can't attend a meeting and what to do about getting the information you missed.
- Know about the by-laws of the organization.



- Know about the organization's finances.
- Be willing to work on a committee.



# How to be a Good Board Member



- Allow other members to take leadership roles and ask them for help with the organization's activities.
- Keep all your materials and notes together — it helps to stay organized.



- Make sure records and files are kept, like written minutes of meetings and financial statements.
- Don't discuss Board business with people not in your organization. Some information is confidential.



- To be a Board Member does not mean you must read or write well. Accommodations can be made for people as needed.
- Make sure all sides of an issue are heard and encourage others to speak up.



- Know where to get help if you have questions or need information.
- Take your commitment seriously & if you promise to do something, do it.

# Good Communicating



- Have a positive attitude (be cooperative with other Board/committee members and work together).
- Keep on the subject and on time (don't talk about things that have nothing to do with what's on the agenda).



- Listen carefully and be respectful.
- Ask questions if you don't understand.
- Ask for help from your facilitator/advisor if needed.



- Give your honest opinion. Speak up for yourself.
- It's OK if you do not agree with everyone.



- Keep in touch with other Board members.
- If you feel like people are not listening to you with respect, or don't treat you equally, talk to them about it.

# Duties of the President

The Board President provides the leadership for the Board by ...



- Calling the meeting to order.
- Introducing himself or herself and asking others to introduce themselves.

Providing direction to the meeting by following the agenda.

- Working as a team member with other officers and advisors.



- Directing the Board voting.
- Planning meeting times and dates in advance with other officers.

- Meeting with the other officers before the next meeting to plan the agenda and prepare for general meetings.



- Attending regional and other meetings or appointing a representative to go.

Notifying the other officers if he or she cannot attend the meeting.

- Adjourning the meeting.



# Duties of the Vice-President

The Board Vice-President provides the leadership for the Board during the President's absence by ...



- Calling the meeting to order when the President is absent.
- Undertaking all the duties of the President when the President is absent from the meeting.



- Helping the President at the meeting.
- Meeting with the other officers before the next meeting to plan the agenda.



- Notifying the other officers if he or she cannot attend the meeting.

- Working as a team member with other officers and advisors.



# Duties of the Secretary

The Secretary records the actions and decisions of the Board and ...



- Taking minutes of the meetings and makes sure there is an agenda.
- Making changes in the agenda or minutes of previous meetings if a motion is made to do so.
- Helping other officers at the meeting.



- Undertaking all the duties of the President when both the President and Vice-President are absent from the meeting.



- Meeting with other officers before the next meeting to plan the agenda.
- Keeping an up-to-date list of members and addresses and phone numbers.



- Notifying the other officers if he or she cannot attend the meeting.
- Working as a team member with other officers and advisors.



# Duties of the Treasurer

The Treasurer oversees all finances of the organization and ...



- Giving the financial report at the meeting telling:
  - how much money the organization has,
  - how much money was raised since the previous meeting, and
  - how much money was spent since the previous meeting.



- Helping other officers at the meeting.



- Undertaking all the duties of the President when the President, Vice-President and Secretary are all absent from the meeting.

- Meeting with the other officers before the next meeting to plan the agenda.



- Monitoring the income and expenses of the organization.

- Working as a team member with other officers and advisors.



# Committees

A Committee is a group of people who help the Board on specific assignments and ....

- The Chairperson of a Committee leads the Committee and must be a voting member of the full Board.
- A person does not have to be a member of the full Board to be a part of the Committee.
- The Committee only makes recommendations about issues or activities to the full Board who makes the final decisions.
- Some Committees of a Board are:
  - **Nominating:** Makes recommendations about persons who should be elected to the Board.
  - **Executive:** Decides what important issues will be discussed at the next Board meeting. The Officers of the Board form the Executive Committee.
  - **Advocacy:** Focuses on legislation and issues that affect the organization and people it advocates for.
  - **Public Information:** Makes decisions about the kind of information which will be given to the general public so that it knows about your organization.
  - **Fundraising:** Helps raise money for the organization.

# DUTIES OF A COMMITTEE CHAIRPERSON

The Committee Chairperson is like the President of the full Board because he or she must be able to lead the Committee, and ...

- Has the same power within the Committee as the President has within the full Board.
- Is responsible for scheduling committee meetings.
- Is responsible for planning the agenda before the next meeting.
- Does not give his or her opinions all the time, but helps other committee members with the discussions and with voting.
- Gives recommendations from the committee to the members of the full Board.
- Must be a member of the full Board.



# Words Boards Use

AGENDA-----The plan for what will be talked about and voted on at the meeting.

MINUTES-----Written record of what happened at the meeting.

ISSUES-----Important matters, things you are concerned about.

OPINION-----What you think or feel about something.

APPOINT-----Choose, to be picked to do something.

APPROVE-----Give official OK or give official agreement.

ELECTED-----Chosen by a vote.

MOTION-----Idea or question that must be voted on.

SECOND-----What someone else says when they agree that a certain motion should be voted on.

DISCUSSION-----Talking about the motion or something with the group.

CARRIED-----The motion is carried or passed by a vote.

M/S/C-----An abbreviation for **M**oved, **S**ecoded and **C**arried.

ACTION-----Making a decision about something, voting on something.

ADJOURN-----End the meeting.

# MAKING AN AGENDA

Date and Time of Meeting

Location of Meeting

- I. Call to Order
  - A. Introductions
  - B. Attendance is taken by the Secretary
- II. Consent Items
  - A. Agenda
  - B. Minutes
  - C. Treasurer's Report
- III. Committee Reports
  - A. Discussion of committee activities
  - B. Approving committee recommendations
- IV. Old Business
  - A. Discussion of other agenda items
  - B. Voting on other agenda items
  - C. Guest speakers may give presentations at this time
  - D. Other old business which was not finished at earlier meetings
- V. New Business
  - A. Announcements by Board members
  - B. Forming new committees, if needed
  - C. Time for others to make announcements or comments
  - D. Guest speakers may give presentations at this time
- VI. Adjournment
  - A. Time to go home.



**Read the Agenda**

**“This Meeting is called to order.”**





## **Approval of the Minutes**





**WORK TOGETHER**



## Voting



**Ask the Chair if you can speak**



**Adjourn**