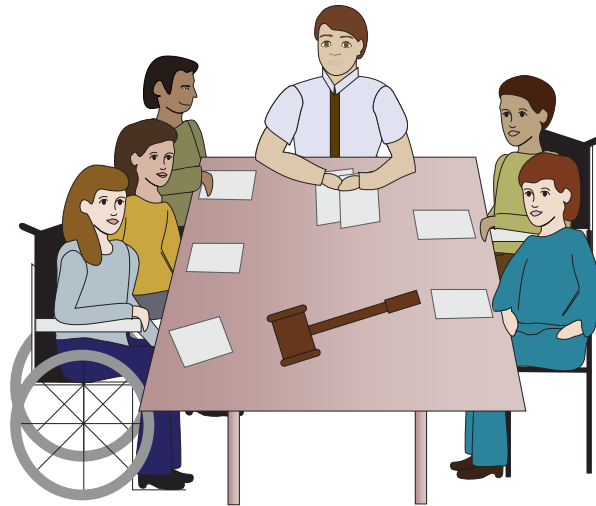




# Boards for All

## Board of Directors



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

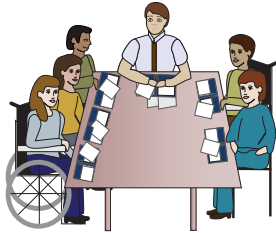
### Instructions

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.





# Board of Directors



## What is a Board of Directors or Governing Council?

A Board of Directors or Council is a volunteer group that oversees an organization and helps to carry out its mission. It is legally and financially responsible for how the organization operates.

While board members differ in background and knowledge, they share a commitment to the success of their organization.

Many people volunteer as board members because they have experience with the organization or an advocacy issue and want to make a contribution.

## Please Complete

*If someone had never heard of a "Board of Directors," how would you describe it?*

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# Board of Directors



## What is a Mission Statement?

It is the heart of an organization.

A mission statement describes the overall goal and purpose of activities, while providing direction. A mission statement explains who the organization serves. It guides development of policies and strategies that direct what and how services are provided.

### Please Complete

*What is the mission statement of the organization?*

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## What Does a Board of Directors do?

A board meets regularly to review how the organization is carrying out its work. It oversees finances, votes on policies, seeks support from the community and plans for the future.

Board members must be willing to learn new skills and stay informed so they can be effective decision makers. Each board member must ask questions and look for explanations when issues are not understood.

### Please Complete

*What are basic board member responsibilities?*

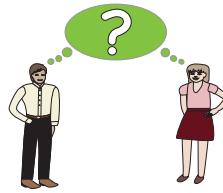
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# Board of Directors



## Conflict of Interest

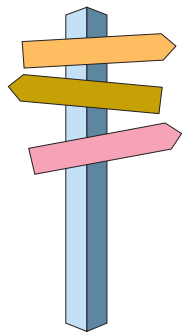
Conflicts of interest exist when a board member votes on issues that may result in personal benefit. This can include making money as a result of a board decision. It is important that members avoid all conflicts of interest.

### Please Complete

*Describe a possible "conflict of interest."*

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## Code of Conduct

After any board decision is made, members stand by the action and speak with one voice. Board members always act in the best interests of the organization and represent it everywhere they go. They connect to the community by telling friends, associates and groups about the work the organization does.

When a board conducts business in a "closed session," members must keep this information confidential.

### Please Complete

*What does "speak with one voice" mean for board members?"*

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*What is a closed session?*

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