



OUTSTANDING BOARDS – BEST PRACTICES

REMEMBER THE 3 PS

Personal
Passionate
Playful

Personal

Passionate

Playful

BOARD ORGANIZATION

Personal
Passionate
Playful

Board of Directors

Administrative Team

Task Force

Committees

Coordinating Team

Executive Council

**What does
your
structure
look
like?**

**Advantages
of this
structure?**

BOARD ORGANIZATION

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Models change

Names change

Basic functions REMAIN THE SAME:

- ❖ **INSPIRING: Idea**
- ❖ **LEADING: getting others involved**
- ❖ **FOLLOWING THROUGH: making it happen**

BOARD RETREAT/TRAINING

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- **Bonding**
- **Role and responsibilities of board member**
 - ✓ *2 P's: Preparation and Participation*
 - ✓ *4 C's: Commitment, cooperation, consideration and communication*
- **Goals for the year: How does this goal further the mission?**
- **Basic training** in fiscal, parliamentary procedures

BOARD MEMBER

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You have a right to:

- Have a job which inspire you
- Receive a job description and experience notebook
- Be assigned sufficient funds to do your job properly.
- Ask for help in doing your job and solving problems.
- Try new approaches.
- Opportunities to improve your leadership skills.
- Expect others to consider your time valuable.
- Be recognized for your contributions to AAUW.

BOARD MEMBER

You are responsible to:

- Do your job as well as you can.
- Work with other board members as part of a team.
- Support the AAUW mission statement.
- Be familiar with branch bylaws and policies.
- Prepare for board meetings
- Listen; contribute to discussion; vote on motions.
- Serve as a role model; encourage others to serve.
- Identify your successor and help to train her/him.
Maintain complete experience notebook or electronic files.
- Attend branch, IBC and state meetings when possible and appropriate.

IS YOUR BOARD EFFECTIVE?

- Clear and complete job descriptions
- Be clear on what you can accomplish. Do you have enough engaged members to make things happen and people to serve on the board?
- Do your activities advance the mission?
- Do your accomplishments inspire others?
- Are you recycling or diversifying the board? *New combinations, new people inspire new ideas. Be open to new ideas*
- Are you having fun?



IS YOUR BOARD EFFECTIVE?

- Agendas, minutes, motions and reports sent out ahead of time: final
- Committees plan projects and programs, report to board
- Utilize your Parliamentarian
 - ✓ Follow basic parliamentary procedures
 - ✓ One person speaks at a time
 - ✓ Each person speaks to subject once until all have been heard
 - ✓ Stay on topic
- Are you delegating?
- Meeting at convenient times?

DELEGATING EFFECTIVELY

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Get in the Right Mindset

- Think delegating
- Set your ego aside
- Stop waiting for people to volunteer
- Don't view requests for help negatively
- Learn to trust others
- Think in Terms of the Big Picture
- Embrace the Value of Others

Get the ball rolling

- Don't take refusals personally
- Delegate the objective, not the procedure
- Train for success
- Be around, but not in the middle
- Allocate the necessary resources
- Be patient
- Be prepared for likely difficulties
- Say "Thank You."

IT'S NOT ALWAYS PERFECT!

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Team Stages

- Forming
 - Storming
 - Norming
 - Performing

ENJOY THE JOURNEY

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Make it **P**ersonal

Embrace your **P**assion

Have Fun. Be **P**layful