OUTSTANDING BOARDS – BEST PRACTICES
REMEMBER THE 3 PS

Personal
Passionate
Playful
BOARD ORGANIZATION

Board of Directors

Administrative Team

Task Force

Committees

Coordinating Team

Executive Council

What does your structure look like?

Advantages of this structure?
BOARD ORGANIZATION

Models change
Names change

Basic functions REMAIN THE SAME:

- INSPIRING: Idea
- LEADING: getting others involved
- FOLLOWING THROUGH: making it happen
BOARD RETREAT/TRAINING

• 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

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

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!

Team Stages

- Forming
- Storming
- Norming
- Performing
ENJOY THE JOURNEY

Make it **Personal**

Embrace your **Passion**

Have Fun. Be **Playful**