

2010 AGB Survey of Board Professionals

1.

Board Information

AGB's Board Professionals Leadership Group requests your cooperation in updating a 1991 and 2004 survey on the role of the board professional. We hope this survey will add to our understanding of the ways in which professional support is provided to the governing bodies of institutions of higher education and institutionally-related foundations. The knowledge we gain will also be helpful in our program planning for the Workshop for Board Professionals and the National Conference on Trusteeship, both for trustees and board professionals.

1. What is your institution type?

Public Institution

Private/Independent Institution

Institutionally-related Foundation

2. The number of Trustees currently serving on your board is:

Voting

Non-voting

Total

3. Among the total number of trustees, how many are designated as:

Student representatives

Faculty representatives

Alumni representatives

4. How many times did the full board meet in the last twelve months?

5. On average, how many hours does a full board meeting take?

6. Please indicate the months in which the board typically meets. Check all that apply.

January

May

September

February

June

October

March

July

November

April

August

December

2010 AGB Survey of Board Professionals

7. Please indicate the days of the week that comprise a typical board meeting (including committee meetings). Check all that apply.

- | | |
|------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> No typical pattern |

8. Are any committee meetings held in conjunction with board meetings?

No

Yes

If yes, how many committees typically meet in conjunction with full board meetings?

9. What are the committees that meet in conjunction with full board meetings?

10. Do any committees typically meet between board meetings?

No

Yes

If yes, how many committees meet typically between board meetings?

11. What committees meet between board meetings?

12. What support do you provide for committee meetings? Check all that apply.

Agenda planning

Committee chair support

Meetings logistics

Minutes

Attend

Participate

2010 AGB Survey of Board Professionals

13. What was the total number of committee meetings that your board held during the past twelve months?

Your Responsibilities as a Board Professional

14. What is your title?

15. Are you a full-time employee?

No

Yes

16. How much of your time is devoted to board matters?

0% - Please stop survey here

1-24%

25-49%

50-74%

75-99%

100%

17. To whom do you officially report?

Board chair

Chief executive

Both board chair and chief executive

Chief board professional

Other (please specify)

18. Do you function as a corporate officer on behalf of the board or the institution/foundation?

No

Yes

2010 AGB Survey of Board Professionals

19. How many years have you held your current position?

Three years or less

4-9 years

10-15 years

More than 15 years

20. As a board professional do you:

Manage expenditures for board development and related activities?

Oversee budgets in support of the board's function?

If yes, what is the size of the budget you manage for board-related expenditures?

21. In addition to your work in support of the board, do you hold other titles and/or have other responsibilities within the institution?

No

Yes

If yes, what other title(s) do you hold?

22. If yes to question 21, what are your additional responsibilities?

23. What position did you hold prior to becoming a board professional?

24. How did you become the board professional for your institution?

Recruited from within the institution

Identified and recruited as the result of a regional search

Identified and recruited as the result of a national search

Other

2010 AGB Survey of Board Professionals

25. Please select your highest level of responsibility for each of the following activities:

	Please select
Plan and manage board meetings	<input type="text"/>
Develop the agenda for board meetings	<input type="text"/>
Provide staff support for board meetings	<input type="text"/>
Train individuals to provide support for board meetings	<input type="text"/>
Draft board meeting minutes	<input type="text"/>
Review, edit, approve draft minutes for publication	<input type="text"/>
Draft items for board action (resolutions, etc.)	<input type="text"/>
Review, revise, codify board policy, resolutions, votes, etc.	<input type="text"/>
Manage the review and revision of bylaws and other governance documents	<input type="text"/>
Manage storage and retrieval system for board documents	<input type="text"/>
Propose board or institutional initiatives	<input type="text"/>
Plan and manage board committee meetings	<input type="text"/>
Develop agenda for board committee meetings	<input type="text"/>
Provide staff support for board committee meetings	<input type="text"/>
Train individuals to provide support for committee meetings	<input type="text"/>
Draft board committee meeting minutes	<input type="text"/>
Review, edit, and approve draft committee minutes for publication	<input type="text"/>

2010 AGB Survey of Board Professionals

Identify or recruit new board members

Plan orientation or orient new board members

Coordinate ongoing education for board members

Oversee board self-assessment process

Draft speeches and other remarks for board members

Manage correspondence on behalf of board members

Manage the board Website and Web-based communication

Oversee the management of the board Website and Web-based communication

Coordinate board retreats and other events

Oversee the coordination of board retreats and other events

Plan and staff off-site trustee retreats

Manage the planning and staffing of off-site retreats and events

Authorize use of corporate seal

Staff/support presidential/CEO search committee

Staff/support senior administrative officer search efforts

Serve as liaison between the board and legal counsel

Serve as legal counsel

Serve as liaison between institution

2010 AGB Survey of Board Professionals

and former trustees

Serve as liaison between the board and faculty, students, and/or alumni

Serve on university-wide committees

Coordinate the presidential/CEO assessment process

Coordinate the presidential/CEO compensation review

Secure tickets or reservations for sports or other campus events for board members

Provide other services to trustees (e.g. arrange travel)

Advise on governance best practices

26. Do you serve as a member of the chief executive's cabinet?

No

Yes

27. Please describe other significant board-related responsibilities not mentioned above:

28. Do you perform similar staffing for institutional governance groups other than the board and its committees?

No

Yes

If yes, please name the group(s) or organization(s) below. (Examples might include the university senate or equivalent academic governance body, administrative bodies such as professional staff council, etc.)

About Yourself

2010 AGB Survey of Board Professionals

29. What is your highest level of education?

Associate's degree

Baccalaureate

Master's (other than business or law)

Law

Business

Doctorate

Other (please specify)

30. What is your gender?

Male

Female

31. What is your age?

Under 30

30-39

40-49

50-59

Over 59

32. What is your race/ethnicity?

Caucasian

African-American/Black

Asian/Pacific Islander

Latino/Latina (non-White)

Multi-racial

Prefer not to respond

Other (please specify)

2010 AGB Survey of Board Professionals

33. How many people in your office principally work on board matters (including yourself)?

Assistants or support staff

Technical support staff

Professional/administrative staff

Other

34. How many people do you supervise?

35. If you are an officer of the college or university, is someone officially designated to act on your behalf when you are not in the office?

No

Yes

If yes, who serves in your absence?

36. Are you regarded as the highest ranking board professional at your institution?

Yes

No

If no, what is the title of the highest ranking board professional?

Annual Salary/Compensation

37. We are interested in gathering data on the range of salaries for board professionals. Within which range does your salary fall?

Below \$40,000

\$40,000 - \$59,999

\$60,000 - \$79,999

\$80,000 - \$99,999

\$100,000 - \$149,999

\$150,000 - \$200,000

Over \$200,000

2010 AGB Survey of Board Professionals

38. In addition to salary, please indicate which of the following perquisites are provided to you. Check all that apply.

- Automobile or automobile allowance
- Club membership (private, non-university)
- Expense and/or entertainment allowance
- Travel allowance
- Professional development allowance
- Supplemental life insurance
- Supplemental retirement contributions
- Free or reduced tuition for yourself
- Free or reduced tuition for children or other family members

Other perquisites (excluding health insurance, dental insurance, leave, and other benefits routinely provided to other employees)

Types of Board Professionals

The following are descriptions of various types of board professionals to be referenced when answering the following question:

Secretary to the Board and Secretary to the President One who serves in the dual role as secretary to the board and administrative or executive secretary to the chief executive officer of the institution. Duties generally encompass management of the clerical component of the president's office, distribution of documentation and preparation of board minutes and other material. Major responsibilities may be described as executive secretarial in nature.

Secretary to the Board and Presidential Assistant One who is assigned the responsibility for the board secretariat function, but who also carries the title and responsibility of a special assistant or executive assistant to the chief executive officer of the institution. This person may best be described as holding a staff position within the institution.

Secretary of the Board - Administrative Officer One who is assigned the board secretariat function, but with additional responsibilities to the institution: e.g., secretary of the university, chief of staff, development officer, legal counsel, vice president in a functional area with line responsibilities, or legislative advocate for the institution. A majority of this board professional's responsibilities could be described as administrative in nature.

Secretary of the Board or Corporate Secretary One whose primary responsibility is for the board-secretariat function, including exercising broadly delegated authority as an officer of the corporation - such as the execution of legal documents, either acting alone or in concert with the chairman of the board. In some institutions, this officer is appointed by and reports solely to the board; in other institutions, he or she may report to or be a member of the chief executive officer's cabinet. Duties and responsibilities as an officer of the corporation are typically prescribed in the board/institution's bylaws and standing orders, with other duties generally prescribed by the chief executive officer. This position would be described as executive in nature.

Assistant to the Board One who is assigned the responsibility for assisting the board secretariat function, but who also carries the title of assistant or associate to the primary administrative liaison to the board.

2010 AGB Survey of Board Professionals

39. Using the descriptions above, please indicate the description that most closely matches your current position within the institution.

Secretary to the Board and Secretary to the President

Secretary to the Board and Presidential Assistant

Secretary of the Board - Administrative Officer

Secretary of the Board or Corporate Secretary

Assistant to the Board

Other (please specify)

40. In recent years, in what ways has the board professional position become more complex at your institution? Check all that apply.

- Increased competencies in board governance needed
- Increased levels of documentation requested by board
- Increased number of policies and review process
- Increased levels of transparency
- Increased requests from public for information
- Increased expectations
- Increased level of board independence
- Increased number of committees of the board

Other examples of increased complexities in your board's role and expectations of your involvement:

41. Some boards have moved toward "paperless" board meetings, using electronic alternatives such as Websites, board portals, email attachments, and CDs to provide board books to board members (though a few printed items may be provided at board meetings). Which best describes your board? (Answer in regard to board members, not administrators.)

- All or almost all of our board members receive a printed board book for each meeting. (skip to question 43)
- Most board members get printed board books; some get board books electronically.
- Some board members receive printed board books; most get their materials electronically.
- All or almost all board members receive their board materials only electronically.

2010 AGB Survey of Board Professionals

42. If you have made the change to an electronic alternative to printed board books, please tell us what you use: (check all that apply)

- A homegrown board Website
- Email attachments or CDs
- A commercial board portal
- Other

If you use a commercial board portal please identify

Communication and Professional Development

43. Do you receive the electronic newsletter "News for Board Professionals"?

- No
- Yes

If yes, please indicate the number of articles you read by entering "None" "Some" or "Most"

44. If you answered "some" or "most," do you find the articles... (check all that apply)

- Useful
- Relevant
- Too short
- Too long
- Too many
- Just right

45. Are you familiar with the BP social networking site on "Ning"?

- No
- Yes

46. Do you use The Network for Board Professionals on Ning?

- No
- Yes

2010 AGB Survey of Board Professionals

47. Do you find the information available through Ning useful?

No

Yes

48. Do you use the Board Professional's page of AGB's Website?

No

Yes

If yes, what information or areas are most useful to you?

49. We are interested in learning more about the professional development needs of board professionals. What professional development topics are of greatest interest to you now or within the near future? (Check all that apply)

Using technology to enhance communication or efficiency

Board governance

Presidential search

Presidential transition

Presidential compensation

Conflict of interest

Basic responsibilities of new board professionals

Board recruitment, retention and development

Trustee orientation

Foundation board and governing board relations

Board's role in fundraising

Student trustees

Legal updates

Trustee and alumni relations

Managing the board and/or President's office

Event planning

Committee structures and board organization

Dual reporting: Wearing two hats

Writing board minutes

Benchmarking and dashboards for boards

Other (please specify)

50. Did you attend the 2010 Workshop for Board Professionals in Orlando?

Yes

No

If not, why not?

2010 AGB Survey of Board Professionals

51. Comments: Please offer any comments or reflections you would like to add to help us understand your responsibilities and professional interests, and how these may have changed.