



Congratulations: Welcome to Board Professionals 101!

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Board Professionals 101

- Where to begin?
 - Governance Responsibilities
 - Membership (elections, appointments, vacancies)
 - Functioning (committees and committee charters)
 - Meeting Coordination and Planning
 - Agendas
 - Minutes
 - Parliamentary Issues
 - Meeting/Event Planning

Board Professionals 101

- Where to begin? (continued)
 - Record Keeping and Archiving
 - Trustee Orientation
- Relationship Building/Toolkit – Places to See, People to Meet
- Objectives Today
 - Resources and References
 - Collaborate with Peers
 - You are Never Alone!

Board Professionals 101: Governance Responsibilities

- Boards are responsible for strategic oversight
- Responsibilities are generally articulated in
 - Statutes
 - Bylaws and standing orders
 - Institutional policies and procedures
- Board Professionals Role
 - Enable work of the board by
 - Providing advice
 - Meeting management skills
 - Information resource

Board Professionals 101: Membership

- Composition of board
 - Election/Appointment mechanisms
 - Qualifications
 - Statement of responsibilities/expectations of membership
 - Vacancies
 - Other representatives
 - Officers' responsibilities and duties
- Relationships between and among board members

Board Professionals 101: Meeting Coordination and Planning

Agendas

- Considerations
 - statutory, regulatory, bylaws, tradition, “passing the buck,” or current events -- why is the board asked to approve?
 - Governance documents should address provisions for consideration of items
 - Documentation should include justification/rationale for desired action

Board Professionals 101: Meeting Coordination and Planning

Agendas

- Board education
- Committees
- Actions/Resolutions
 - Source
 - Intent
 - Preamble
 - Remain in perpetuity, unless otherwise noted

Board Professionals 101: Meeting Coordination and Planning

Minutes

- Purpose
- Public or Private Record
- Stewardship of Institutional Archives
- Sense of Discussion/Intent – Necessary?
- Educational Opportunity/Misinformation

(simply because someone makes a statement does not make the statement true . . .)

Board Professionals 101: Meeting Coordination and Planning

Minutes

- Tips ‘n Tricks
 - Less is more
 - Communicate clearly
 - Affirmative statements
 - Different approaches
 - Formatting
 - “Just the facts, Ma’am”
 - Perfect Pairing

Board Professionals 101: Meeting Coordination and Planning

Minutes

- Resources
 - Dictionary
 - Thesaurus
 - The Elements of Style, Strunk & White
 - Chicago Style Manual
 - Medical Dictionary
 - Legal Dictionary
 - Report Writing Software

Board Professionals 101: Meeting Coordination and Planning

Parliamentary Issues

- “You have to learn the rules of the game. And then you have to play better than anyone else.”

-Albert Einstein

- Defined as “the body of rules, ethics, and customs governing meetings and other operations of clubs, organizations, legislative bodies, and other deliberative assemblies.”
- At its heart is the rule of the majority with respect for the minority.

Board Professionals 101: Meeting Coordination and Planning

Parliamentary Issues (continued)

- We have legal counsel . . .why should I be concerned with this?
- Yes, there is a *Robert's Rules for Dummies*

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning

- Meeting management
- Identify dates as far into future as possible
 - Get them on your board's calendar
- Meeting planning
 - Schedule development
 - Prioritize and maximize members' time
 - Factor in subgroups as required
 - Subcommittees/Ad hoc/Task forces

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Notices/responses
- Agenda Development
- Food/beverage
- Transportation
- Dry runs/scripts
- Successful executions
- Follow-up
- Minutes /archival

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Create your team
- Date of event
- Logistics for the ceremony
- Contingency plan

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Create your team (various strengths)
 - Marketing experience
 - Public relations
 - Database management
 - Staff support
 - Team manager
 - Volunteer manager

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Logistics for the ceremony
 - Coordination of scripts
 - Model or display of building
 - Mementos
 - Media coverage
 - Parking and parking attendants
 - Ushers
 - Catering
 - Maintenance (grass, sidewalks, etc.)

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Date of Event
 - Important Constituents
 - Time of Day

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Logistics for the ceremony
 - Guest list
 - Invitation
 - Program
 - Location (outdoor or indoor)
 - Transportation
 - Seating and stage set-up
 - Audio, video, electricity, photographer, floral arrangements, plaque, shovels (thawed dirt)

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Contingency Plans
 - Weather
 - No shows
 - Last minute emergencies

Board Professionals 101: Meeting Coordination and Planning

Meeting/Event Planning (continued)

- Event Timeline
 - 4-6 months in advance Choose event date
 - 3 months prior Begin invitation design
 - 8 weeks prior Compile guest list
 - 6 weeks prior Mail invitations
 - 2 weeks prior RSVP date
- Have team meetings monthly to begin, then with greater frequency as needed

Board Professionals 101: Record Keeping/Archiving

Institutional Archives and Records Management Policy

- Guidelines for the capture, use, storage, and disposition of all records as well as to assure effective access
- Public records laws: everything must be available for review except
 - Personal notes of the maker
 - Drafts that are not circulated for comment
 - Those confidential by law and exempt

Board Professionals 101: Miscellany

Other Duties as Assigned

- Trustee Orientation – Resources
 - *New Trustee Orientation: A Guide for Public Colleges and Universities*, by Richard T. Ingram
 - *New Trustee Orientation: A Guide for Independent Colleges and Universities*
 - *New Trustee Survival Kit*
 - *Board Basic Series*
 - *Effective Trusteeship*

Board Professionals 101: Miscellany

Other Duties as Assigned

- Trustee Orientation (continued)
 - Resources
 - *Trustee Orientation Is Only the Start of Ongoing Education and Engagement*, L. Charpentier, *Trusteeship*, January /February 2008
 - *Enhancing Your Orientation Program for New Trustees* Webinar, P. Ammerman, March 2009

Board Professionals 101: Miscellany

Other Duties as Assigned

- Presidential Search and Transition
 - Part One: Preparing for the Search
 - Part Two: Conducting the Search
 - Wednesday, April 7
 - 1 to 2 p.m. (Eastern)
 - Part Three: Appointment and Year One Transition
 - Wednesday, April 28
 - 1 to 2 p.m. (Eastern)

Board Professionals 101: Relationship Building/Toolkit

- Places to see, people to meet
- Knowledge is success
 - Know your institution
 - Know your board
 - Know your president
 - Know yourself
- Speak truth to power

Board Professionals 101: Relationship Building/Toolkit

- People to have lunch with (and why)
 - Chief academic officer
 - Student affairs
 - Public information
 - Governmental affairs
 - Chief advancement officer
 - Chief financial officer/facilities/budget & planning
 - Enrollment management

Board Professionals 101: Relationship Building/Toolkit

- Overarching – How can we both work together to facilitate the work of the board?
- Specific questions to ask:
 1. What does the board need to know or understand about this area?
 2. What are the strategic priorities for the area and how does it relate to the institution's strategic plan, mission, vision, and goals?

Board Professionals 101: Relationship Building/Toolkit

- Questions to ask *(continued)*
 3. What are the challenges that would prevent or impede the accomplishment of these strategic priorities?
 4. What is the organizational structure of the area?
How are decisions made and by whom?

AGB

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