

Board Professional Certificate Program™

AGB
Board Professional
Certificate Program

Designed by a team of board professionals, subject matter experts, and executive leaders within AGB, the online self-paced AGB Board Professional Certificate Program reviews the basics of the profession and helps enhance your impact in your board professional role. Each lesson contains supplemental materials for viewing, reading, or listening to deepen understanding, and there are regularly scheduled virtual roundtable opportunities for board professionals to connect, discuss content, and get insight and advice from their peers.

PROGRAM FACILITATORS

- » *Amelia Arnold, board and council administrator, Saint Louis University*
- » *Heather Fehn, chief of staff and secretary to the board of trustees, The College of New Jersey*
- » *David Fine, general counsel & board secretary, Metropolitan State University of Denver*
- » *Lynnette Heard, senior fellow and senior consultant, AGB; former executive director of board relations and secretary of the board, University of Cincinnati Foundation*
- » *David Moore, executive secretary of the board of trustees, Ohio University*
- » *Char Reed, PhD, vice president and university secretary, Kent State University*

Program Overview

Prerequisite

All learners read and refer to AGB's [The Role of the Board Professional](#), provided to all participants.

Lesson One: Laying the Foundation for our Work

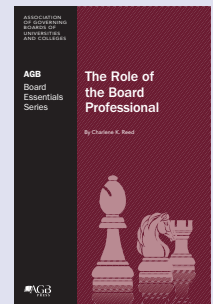
This lesson sets the stage for the certificate program by defining the board professional role and diving into its complexities, requisites, and rewards such as developing advanced communication skills, thinking strategically, and navigating complex relationships and dynamics.

Lesson Two: Core Functions of the Role

This lesson provides an operational framework for the foundational aspects of the role of the board professional, including planning and executing the business of the board, the use of strategic meeting materials, meeting logistics and structure, the effective use of technology, board member orientation, and more.

Lesson Three: The Effective Board Professional and the Board and Institution Leadership

This lesson presents an overview of the basic building blocks for a successful board professional. It addresses the fundamental characteristics of a successful board professional within their institution or foundation.



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[AGB.org/BPCertificate](https://www.agb.org/BPCertificate)

Email concierge@AGB.org or call 202-296-8400 with questions.

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Lesson Four: The Board Professional as a Colleague/Bridge with the Leadership Team

This lesson provides examples on how to effectively communicate the goals of the board to the leadership team and how the board professional can facilitate conversations between the board and the leadership team to successfully execute the goals of the board.

Lesson Five: Legal Components of the Work of the Board Professional

This lesson focuses on key legal issues and considerations most relevant to the responsibilities, policies, and operations of the board. It offers guidance to board professionals in managing the work of the board and working collectively with the board, president, and legal counsel to increase effectiveness and reduce potential risks and liabilities.

Lesson Six: Board Composition and Board Member Selection

This lesson provides an overview of the principles of trusteeship, what steps board professionals can take to assist their boards in recruiting potential board members to fill needs through a skills inventory, and ultimately, the identification of qualified candidates to fill current and future seats on their board.

Lesson Seven: Board, Board Member, and Presidential Evaluation and Assessments

This lesson guides learners in understanding the important role of board and presidential assessments in achieving exemplary board governance, including guidance on acting as a strategic advisor during the assessment, organizing the process, bringing helpful resources to the board's attention, scheduling meetings, and communicating with participants.

Lesson Eight: Presidential/Chancellor Search and Transition

This lesson covers the essential role that board professionals play in the presidential search and transition process, including serving as an in-house strategist and day-to-day expert; the “glue” that connects the board, the search committee, the search firm, the institution, and the candidates; planner, coordinator, record keeper, and logistics manager; and more.

Lesson Nine: The Board Professional's Role in Promoting the Board's Role

This lesson provides expert advice on what shared governance is and how a board professional can instill shared governance at their institution through campus engagement, strategic planning, and institutional budgeting.

Lesson 10: Ongoing Professional Development—Career Ladders, Mentorship, and Support

This lesson guides participants through the exploration of professional development opportunities beyond the context of this certificate program and their current responsibilities, including the value of mentorship, networking (including the BP Community), and building transferrable skills.

Throughout the program there will be brief learning assessment quizzes, goal-setting exercises, and hands-on activities.

The Board Professional Certificate Program is included with AGB membership. A digital certificate and badge are conferred upon program completion.

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