

1

Determine the organization's mission and purpose

- Reason for existence
- A compelling argument for support
- Basis for all planning
- Keep it ever in front of you

2

Select, Monitor and Support the Chief Executive

- Most important task!
- Temperament, skills & style
- Search process
- Orient carefully
- Formalize review process
- Support always
- Fire when necessary

Provide proper financial oversight

- Determine a monitoring plan
- Set & monitor fiscal policies
- Budget development & monitoring
- Understand your financials
- Audit
- Reducing risk

4

Ensure adequate resources

- What is possible? Reasonable?
- Open doors
- Influence donors
- Inventory your capacity & accept responsibility
- 100% get or give
- Board Committee should drive Board giving/fundraising. Not the ED.

5

Ensure legal and ethical integrity and maintain accountability

- Three Legal Duties: Loyalty, Care & Obedience
- Be present & curious
- By-Laws
- Internal policies & procedures & interpretations
- Protect yourself & your organization
- Conflicts of interest

Ensure effective organizational planning

- External/Internal SWOT
- Cost/Benefit analysis of programs
- Be realistic

7

Your personal responsibility

- Find & execute your value
- Do what you should be doing all the time
- Recruit, ask, invite
- Continue to stay committed or step aside

8

Recruit and orient new board members and assess board performance

- Second most important task
- Get in the community
- Create an ideal Board model & compare to where you are today
- Assess Board performance
- Manage your behavioral problems on the Board

Enhance the organization's public standing

- Healthy public image
- Articulate achievement
- Routine communication with constituents
- Spokesperson for the organization
- 3-minute elevator speech