

BOARD ROOM QUICK TIPS

RESOURCES FOR BOARD LEADERSHIP

THE BOARD MEMBERS ROLE

- Board Member Job Description Tip 1
 - Sample board member job description.
- The Working Board Member Tip 19
 - Understanding the duality of your role in a staffed organization and avoiding the slippery slope to micromanaging and meddling

THE BOARD YOU NEED

- Board Member Development Committee Job Description..... Tip 2
 - Roles and responsibilities of the board member development committee, AKA nominating committee or recruitment committee.
- Board Composition Analysis Tip 3
 - This matrix allows you to analyze your board’s composition and diversity, and helps you identify the missing skillsets that you need to prioritize for recruitment. (Download Word doc to customize for your board.)
- Board Member Bios Tip 4
 - A template form used to collect necessary information from board members (Download the Word doc to customize for your board.)
- Prospective Board Member Nomination Form..... Tip 5
 - A template form used to collect information from prospective board members. (Download the Word doc to customize for your board.)

SETTING UP NEW BOARD MEMBERS TO SUCCEED

- New Board Member Orientation Tip 6
 - Sample agenda and suggestions for orienting new board members
- Board Member Handbook Tip 7
 - Things to consider including in your handbook so it is a helpful tool rather than a hindrance.
- Board Mentor Program Tip 15
 - Helping to traverse the obstacles to new board member engagement

(Over)

ORDERLY SUCCESSION

- Board member Succession Planning Tip 8
 - Eliminate the scramble for a successor to the positions of president, treasurer, committee chair and others
- Term Limits Tip 17
 - A tool for board recruitment and succession planning as well as providing a safety valve when a board member is no longer a positive productive force on the board
- Board Member Exit Interviews Tip 18
 - Collect important information with an eye towards maintaining continuity and making necessary improvements to the board member experience

LEADERSHIP THAT ENGAGES

- Tips and Tricks for the President Tip 9
 - Things to consider as the lead volunteer of your organization
- Board Committees Tip 13
 - Helpful things to consider when deciding whether committees could help streamline your board operations
- Executive Committee Tip 21
 - “Glitch” or “Feature”?

MEETING ORGANIZATION

- Board Calendars Tip 10
 - Items to include on your annual and perpetual calendar to ensure continuity and that necessary tasks are completed
- Board meeting Consent Agenda Tip 11
 - Tips for increasing board meeting efficiency through the use of a Consent Agenda
- Meeting Minutes Tip 12
 - Suggestions to turn your board and committee minutes into helpful tools for future decision-making
- Report Reform Tip 20
 - Your key to increasing board meeting efficiency, ensuring everyone is up to speed, avoiding duplication, and promoting collaboration
- Meeting Agendas..... Tip 22
 - Agendas can help you keep a meeting running efficiently and effectively, serve as “Card Catalogue” for retrieving important documents and event information, as well as the outline for your meeting minutes

FUNDRAISING

- Micro Benefit Events Tip 14
 - Overview of ways board members can engage in small-scale fundraising events
- 10 tips to Increasing Fundraising Willingness and Effectiveness Tip 16
 - Suggestions of way you can set your fellow board members up to succeed

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All of the Board Room Quick Tips are available for down download through our web site <https://marylandnonprofits.org> Once you are logged in to our Member Portal, proceed to the Document Library.