



2016

East Bay District
Leadership Training

Successful Board Strategies



DO:

- Welcome new members to attend and participate
- Be open to new ideas
- Have bylaws and policy at hand

DON'T:

- Assume that everyone knows rules, history, or acronyms



"I fear we may have strayed from the agenda somewhat."

AGENDA MANAGEMENT

DO:

- Adopt meeting norms
- Parliamentary procedure (use *Roberts Rules of Order in Brief*)
- Send out agendas and committee reports in advance
- Focus on action items
- Recognize good ideas but refer to appropriate committee

DON'T:

- Use the board meeting as a de facto committee meeting
- Drift off agenda or off topic



Use email for sharing information – board meetings are for action items and financial and administrative duties.

Recognize Anyone?

- **Amy Absent** – Amy is frequently absent. It's difficult to reach her. Phone calls and e-mails go unanswered. Meanwhile she's not doing her job.
- **Lottie Latecomer** – Lottie is always late. When she arrives she wants to get caught up, effectively stopping the meeting.
- **Emmy Earlyleaver** – Emmy never stays until the end of the meeting. Directs energy of others into thinking they could leave too.

- **Freda Firehose** – Throws cold water on any new idea. Is always negative. “We tried it and it didn’t work”. Or, “We’ve always done it this way”.
- **Harriet Hasbeen** – Harriet has been just about everything in the branch. She and Freda are close friends. Often the two together dissipate the energy of the board.
- **Elaine Expert** – Knows everything about everything. Problem is, she really does, having been around a long time. Doesn’t trust new members to do anything right.

- **Linda Lotsatalk** – Has a lot to say on any subject. Hogs the air time. Often says the same thing in different ways over and over.
- **Susan Social** – Loves to see everyone. Carries on side conversations with other board members. Pays no attention to matters at hand.
- **Hannah Headshaker** – Another of Freda's friends. Disagrees in a non-verbal manner. Others watch her body language instead of paying attention.
- **Patsy Pastpresident** – Finds it difficult to give up power. Tries to run the meeting. Has a lot to say about how things were better when she was president.

How to Handle Challenging Board Members or Situations

DO:

- Remember you are a TEAM.
- Collegially discuss concerns/problems as they arise.
- Follow meeting norms and assist the president in politely asking other board members to do so.

DON'T:

- Dump on the president – problem-solve together instead.
- Hold “parking lot” meetings after the meeting.
- Undermine board decisions.

The Power of Collaborations

- Consider the board a team of collaborators
- Find ways to invite members to be part of the “team”
- Look for community collaborators for branch programs/projects:
 - Interbranch Council and nearby sister branches
 - College/university partners
 - League of Women Voters
 - Soroptimists