

NDSU EXTENSION

EXTENDING KNOWLEDGE >> CHANGING LIVES

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Board Management and Best Practices

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EXTENDING KNOWLEDGE >> CHANGING LIVES

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EXTENSION

Leaders Needed

- Over 8,480 North Dakota governmental units and nonprofit organizations need leaders.
- One in 23 people needs to step up to serve.



Public Value Statement

Lead Local helps keep communities solvent, productive and engaged. It also provides understanding of effective conflict management and communication skills that help leaders and residents work collaboratively on complex issues.



For more information about **Lead Local** and to bring the training to your town, please contact:

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Lead Local



Training for aspiring, elected and appointed leaders serving on boards, councils and committees

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Soil and Water Conservation Leadership ACADEMY LevelOne

A locally delivered educational program to build participant's skills and enhance their ability to lead soil and water conservation and community-based projects that will protect soil and water quality for future generations.

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Why Do Volunteers Not Serve?

- Don't fully understand the organization
- No clear expectations
- Don't feel qualified
- Intimidated by existing leaders
- Being seen as token minority
- Being asked to represent a particular group



What do Volunteers Want?

- To make a difference
- Serve on a board that has a mission that aligns with their values.
- A clear understanding of the expectations



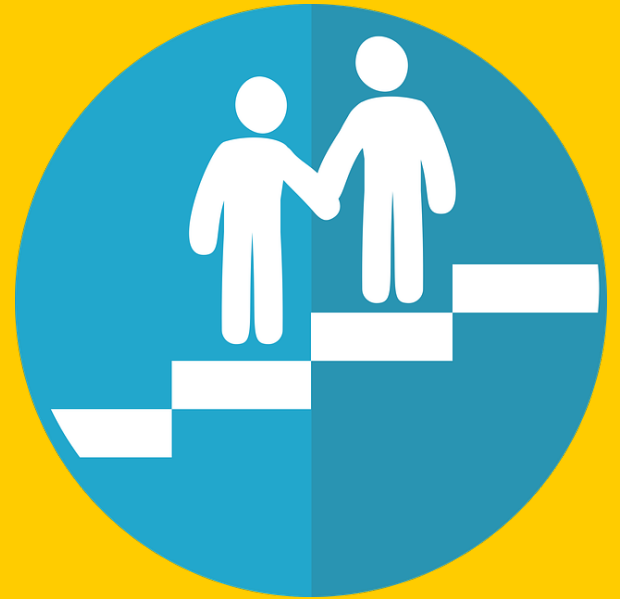
What can boards do to help volunteers?

- Clearly state the organizations mission to potential members and remind existing members
- Create a job description for board members with clear expectations

Sample job descriptions: <https://boardsource.org/wp-content/uploads/2016/08/Board-Member-Job-Description.pdf>

Provide Training

- Provide resources
- Consider a mentoring program
- Never assume
- Encourage input from all board members



Board Member orientation: <https://tinyurl.com/y6qzz6lz>

Board Member Responsibilities

1. Know the organizations mission and purpose.
2. Approve and monitor the organization's programs and services.
3. Ensure effective fiscal management.
4. Be prepared to fundraise if that is expected.
5. Organize so the board operates effectively.
6. Select and/or support the executive and review that person's performance.

Board Member Responsibilities

7. Develop as a board and enhance the organization's public image.
8. Ensure sound risk-management practices are used.
9. Serve as an arbitrator of conflicts that arise in the organization
10. Serve in a leadership role if asked and accept assignments as directed.
11. Maintain confidentiality.

Board Member Responsibilities

- 12. Serve the broader community instead of a small group of people with special interests.
- 13. Be fair and impartial when making decisions.
- 14. Avoid even the appearance of conflict of interest.
- 15. Attend meetings and be prepared to be engaged.

Board Recruitment

"The **center** of the wheel represents internal dimensions that are usually most permanent or visible. The **outside** of the wheel represents dimensions that are acquired and change over the course of a lifetime. The combinations of all of these dimensions influences our values, beliefs, behaviors, experiences and expectations and makes us all unique as individuals." (Johns Hopkins Diversity Leadership Council, n.d.).

<https://tinyurl.com/y2kyg2s3>



Plan for Meetings

- Utilize an agenda
- Roberts Rules of Order
- Stay on task
- Match new members with appropriate committees



Meeting Mistakes

Go to www.menti.com

Code: 6118 8943

Answer question:

Using 1 - 3 words, what is/are the top meeting mistakes that you have seen or been part of?

The Top 10 Meeting Mistakes

1. Off subject, rambling or repetitious
2. No results or follow-up
3. No purpose, goals or agenda
4. Too long
5. Chairperson's lack of control
6. Late starts, tardiness
7. Poor preparation by leaders and participants
8. Too much information; unfocused
9. Certain people talk too much
10. Interruptions

Parliamentary Procedure Basics

- Group discusses only one issue at a time.
- All members have equal basic rights to vote and be heard.
- Rights of the minority must be protected.
- No one can speak until recognized by chair.
- Every member can speak to the issue.
- Majority vote decides an issue.
- Chairperson maintains impartiality.



The Gavel – Sign of Leadership

- **1 tap:** Signal for members to be seated
 - Follows the announcement of a vote
 - When the meeting is adjourned
- **2 taps:** Calls meeting to order
- **3 taps:** Signal for members to stand
- **Series of taps:** Restores order



When Making a Motion

When making a motion, how should you begin:

1. I make a motion . . .
2. I move . . .
3. So moved!
4. Doesn't matter!



Making a Motion

1. Member raises his/her hand or stands to be recognized.
2. Chairman recognizes member.
3. Member says, “***I move ...***.”
4. Motion is seconded by another member.
“***I second that motion.***” Motion dies without a second.
5. Chairman restates motion.



Making a Motion, continued

6. Members discuss the motion.
7. Someone calls for the “Question,” or the chairman puts the motion to a vote, saying, “All those in favor, say ‘aye.’” After a pause: “Those opposed, say ‘no.’”
8. The chairman announces the result of the vote.



Seconds

- Shows more than one member thinks the motion deserves discussion
- Person seconding a motion does not have to agree with the motion; he/she only agrees the motion should be discussed
- Person who seconds a motion is not required to vote in favor of the motion he/she seconded



Quorum

- The minimum number of members who must be present at a meeting to make valid decisions for the organization
- Indicated in the bylaws of the organization
- Usually, 50 percent of the registered membership



Parliamentary Procedure Situation 1

You are the presiding officer. What should you do if a motion is on the floor and during discussion of the motion, a member is recognized and says, “I move we adjourn.”

Parliamentary Procedure Situation 2

You are a member in a meeting and one member continually seeks and obtains the floor and is therefore monopolizing the debate. What can you do?

Parliamentary Procedure Situation 3

You are a member of an organization and giving a committee report to the whole assembly. Your report involves a recommended action by the whole assembly. What are some ways to make this happen?

Parliamentary Procedure Situation 4

You are not a member of an organization that has asked you to be part of a committee to address a certain issue because you have specific expertise they need. As a member of this committee, you are giving a report to the organization. Your report involves a recommended action by the whole assembly. How can you make this happen?

Resources

- Robert's Rules of Order Newly Revised in Brief

by Henry M Robert III, William J Evans, Daniel H. Honemann,

Thomas J. Balch

- Open Record and Meeting Laws

<https://attorneygeneral.nd.gov/open-records-meetings/public-meetings>



“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.”

~ Margaret Mead

Questions?

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mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

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correo electrónico:

program.intake@usda.gov.

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