

Expectations at Board Meetings

- ✓ read all background material and come prepared to discuss all agenda items
- ✓ actively participate in meetings, contributing your perspective to the discussion
- ✓ ask questions for clarification and request further information when needed
- ✓ express your opinions and intentions openly, honestly and in a constructive manner
- ✓ allow others to contribute their perspectives freely in a safe, open environment
- ✓ bring your enthusiasm and positive attitude to each meeting
- ✓ practice “reflective” listening techniques
- ✓ deal with conflict by addressing the issue not the individual
- ✓ abide by and support all board operating guidelines and groundrules
- ✓ follow through on all commitments
- ✓ celebrate the successes of the group





Actions and Behaviors of the Effective Board Member

THE CHECKLIST

The role of the Board member can be a challenging one. You are elected to serve and represent the interests of the membership and to further the vision of the association. Board service can also be deeply satisfying. The impact you will have on furthering the profession and the individual interests and goals of members is immeasurable. At the heart of every effective Board are effective individual Board members, who understand their roles and responsibilities and carry them out with diligence. Use this Checklist to routinely evaluate your effectiveness as a Board member.

Key Role: *Planning*

- ☑ actively participate in the planning process
- ☑ be familiar with the association's Strategic Plan and use it as a guide in deliberation and decision-making
- ☑ monitor the external environment for key trends and forces for change that might impact members and their needs for support
- ☑ consider the interests of the membership as a whole
- ☑ adopt a pro-active, positive view of the future and what can be accomplished
- ☑ work to build consensus and provide clear direction and priorities for action
- ☑ be a spokesperson for the vision, mission, goals and priorities of the association

Key Role: *Oversight*

- ☑ be familiar with the association's organizational structure, bylaws, and policy and procedures
- ☑ understand fully your roles and responsibilities, as well as those of the other leadership partners (Exec. Comm./Officers, Board Committees, IASA Chief Executive Officer/Staff)
- ☑ closely review all financial reports, raise questions for clarification and ask for additional information if necessary
- ☑ read all association correspondence and publications to stay abreast of activities, products and services

- ☑ solicit input from members on needs, services, and issues
- ☑ monitor and evaluate programs and services to ensure ongoing quality and value
- ☑ track progress on key goals and priorities to evaluate strategies and tactics used

Key Role: *Policy Development*

- ☑ gather complete information and thoughtfully analyze issues to arrive at the best options for action
- ☑ make decisions based on what's good for members, the association and the profession
- ☑ consider the impact of decisions on members, related groups and association resources
- ☑ review minutes of board meetings upon receipt for accuracy
- ☑ track and review progress on implementation of policies
- ☑ support all board decisions despite personal views

Key Role: *Leadership Development*

- ☑ identify personal leadership strengths and weaknesses and work to improve in areas needed
- ☑ outline personal goals and expectations for your leadership experience
- ☑ encourage fellow leaders to challenge themselves personally and professionally through their association involvement
- ☑ serve as a role model for others in attitude and action
- ☑ identify and encourage others who demonstrate leadership potential
- ☑ serve as a mentor to another member if the situation presents itself
- ☑ be familiar with as many members' talents and skills as possible and encourage them to take on tasks they are right for
- ☑ stress the personal and professional benefits of taking on a leadership position
- ☑ personally recognize others for their involvement, no matter how small, and share with them the value of their contributions
- ☑ pull from the experience of past leaders to obtain valuable perspective
- ☑ support the growth and effectiveness of the leadership team through open, routine assessment of personal and team performance
- ☑ be willing to challenge current thinking of the board in a constructive manner