



Governance Webinar #5

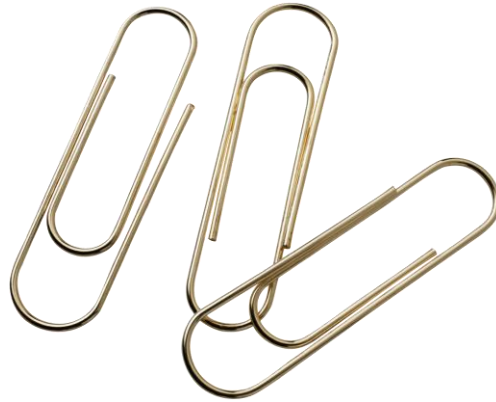
“We’ve Got to Stop Meeting This way...”
How to conduct and attend meaningful meetings

Welcome/Introductions



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USA Swimming volunteer
LSC Volunteer
Swim Parent
Coach
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Strategic Thinking



When an organization thinks strategically...

The Board of Directors:

Provides leadership that focuses your organization on the same goals.

Utilizes tools that allow your organization to function more effectively.

Can actually shape the future of your organization, not just react to it.



10 Basic Responsibilities of Nonprofit Boards

Basic Responsibility	How It's Carried Out
1. Determine the organization's mission and purpose.	Write mission as a group; review annually, post prominently
2. Select the chief executive	Job description; careful search, pre-employment screening
3. Support the chief executive and review his or her performance	Annual written review; frequent informal feedback
4. Plan for the future.	Annual retreat/planning sessions, written strategic plan
5. Determine, monitor, and strengthen the programs and services	Tie programming to mission, frequent review of programs, add new as needed, evaluate/eliminate underperforming programs
6. Ensure adequate resources.	Examine fees as related to budget, fundraising as needed
7. Protect assets and provide financial oversight.	Written policies and procedures, audit procedures, budget approval process, invested reserves
8. Build competent leadership	Recruit and orient new members; rotate, term limits
9. Ensure legal and ethical integrity and maintain accountability.	Follow legal and USA Swimming requirements, file necessary paperwork, follow written policies
10. Enhance the organization's public standing.	Be a public advocate for the organization, communicate clearly through various methods

How does a bad meeting look and feel?



Does this Sound Familiar?

Are you lonely?

Tired of working on your own?
Do you hate making decisions?

HOLD A MEETING!

You can —

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

— THE PRACTICAL ALTERNATIVE TO WORK —

How many times have you wanted to ask this question?



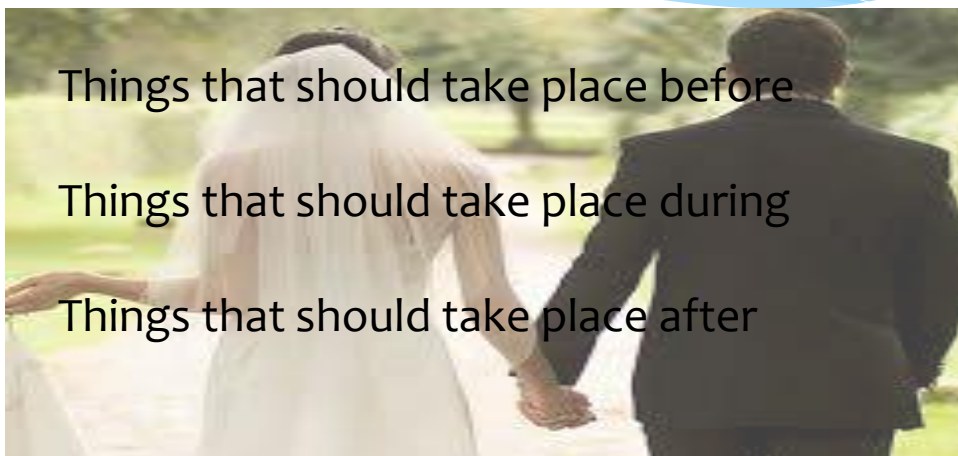
How does a great meeting look and feel ?



Elements of *running/attending a great meeting*

- * **Before, During, After**
 - * **Good leadership**
 - * **Consent agenda**
 - * **Good Participation**
- * **Independent judgment**

**A good meeting is like
any other important event**



Good leadership

- * Strategies
 - * Prepare the agenda well in advance
 - * Assure the details of the meeting are in place
 - * If you're going to meet- plan for some eats
 - * Control the agenda
 - * Encourage participation
 - * Some tactics that help



Consent agenda

- * Strategies
 - * Communicate expectations that everyone submits a report
 - * Send out your report to others with plenty of lead time
 - * Anticipate items that will need discussion and include in your report/agenda



Good Participation

- * Strategies
 - * Talk more OR talk less
 - * Ask questions!
 - * Challenge ideas!



Independent judgment (part of the Duty of Care)

- * Strategies
 - * Prepare ahead of time, bring your knowledge and experience to the meeting
 - * Offer your opinion- even if it's not the best idea it can spark discussion that leads to the best decision
 - * Encourage participation from all at the meeting

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Questions?

If you would like to schedule an LSC Governance consultant visit contact me at:
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