



WORKSHEET: BOARD MEETINGS AND COMMITTEES

DOCUMENTS USED IN BOARD MEETINGS

Why are board meeting documents important?

1: _____

2: _____

Explain the importance of each board meeting document:

Agenda:

Minutes:

Executive Director Report:

Financial Statements:

Committee Reports:

Fill in the blanks.

The Consent Agenda presents _____ information the board needs to be aware of, but no _____ is required. The use of a consent agenda leaves time in the meeting to focus on _____.

Your responsibility as a board member: *Before each board meeting, read the board packet carefully. Pay special attention to financial statements, reports, and agenda items that will require a decision.*



BOARD MEETINGS

Board meetings provide a standard time, place and structure for updating the board about current activities and making decisions that focus on the organization's mission.

Give the definition for each of the following terms:

Term	Definition
Motion	
Quorum	
Executive Session	

In chronological order, number the following action steps involved in the voting process:

- ___ The chair facilitates the discussion.
- ___ The vote is taken and the results recorded.
- ___ The chair requests that a motion be made.
- ___ The topic is presented.
- ___ The chair asks members to vote.
- ___ A board member makes a motion.
- ___ Another board member seconds the motion.

Board retreats provide board members with the opportunity to brainstorm, dream, and envision the future.

Your responsibility as a board member: Fill in the blanks to complete the following expectations as a board member.

- _____ ahead of time. Read the _____ ahead of time.
- Listen, learn and _____.
- Check your _____ before offering an _____.
- Focus on _____ - not _____.
- Guard _____.
- Make attending the _____ a top priority.



COMMITTEES

High-functioning committees are essential to the ongoing success and sustainability of a nonprofit organization. Board committees work with staff leadership to learn about a key organizational function in depth, and then provide information and recommendations to the board as a whole.

Give the purpose of each standing committee:

Committee	Purpose
Executive Committee	
Governance Committee	
Finance Committee	
Fundraising Committee	
Program Committee	

What are the benefits of recruiting non-board members to committees:

1: _____

2: _____

Your responsibility as a board member serving on a committee: *Complete all assignments, attend as many meetings as you can, and support your committee's recommendation to the full board.*