



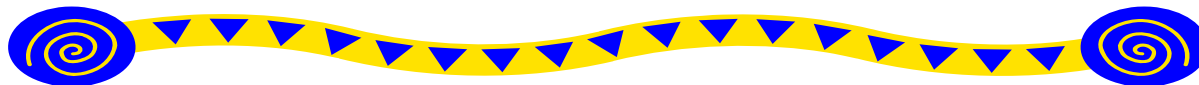
# Serving on Boards and Committees

Southwest Institute  
For Families and Children  
Scottsdale, AZ

# *The Importance of being a Board Member*

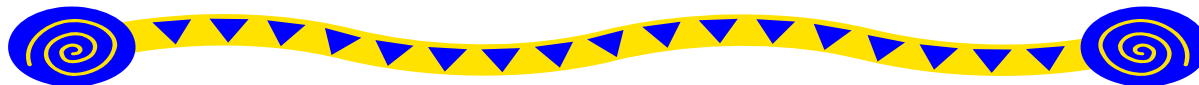
## *Making the 'Right' Decision*

- Today communities across the country are becoming aware of the value of having youth and emerging leaders as members of boards and councils.
- Youth bring new ideas, vibrant energy and vision to boards.
- However, as youth are being recruited, it is necessary to help prepare them for challenges and responsibilities related to board membership.

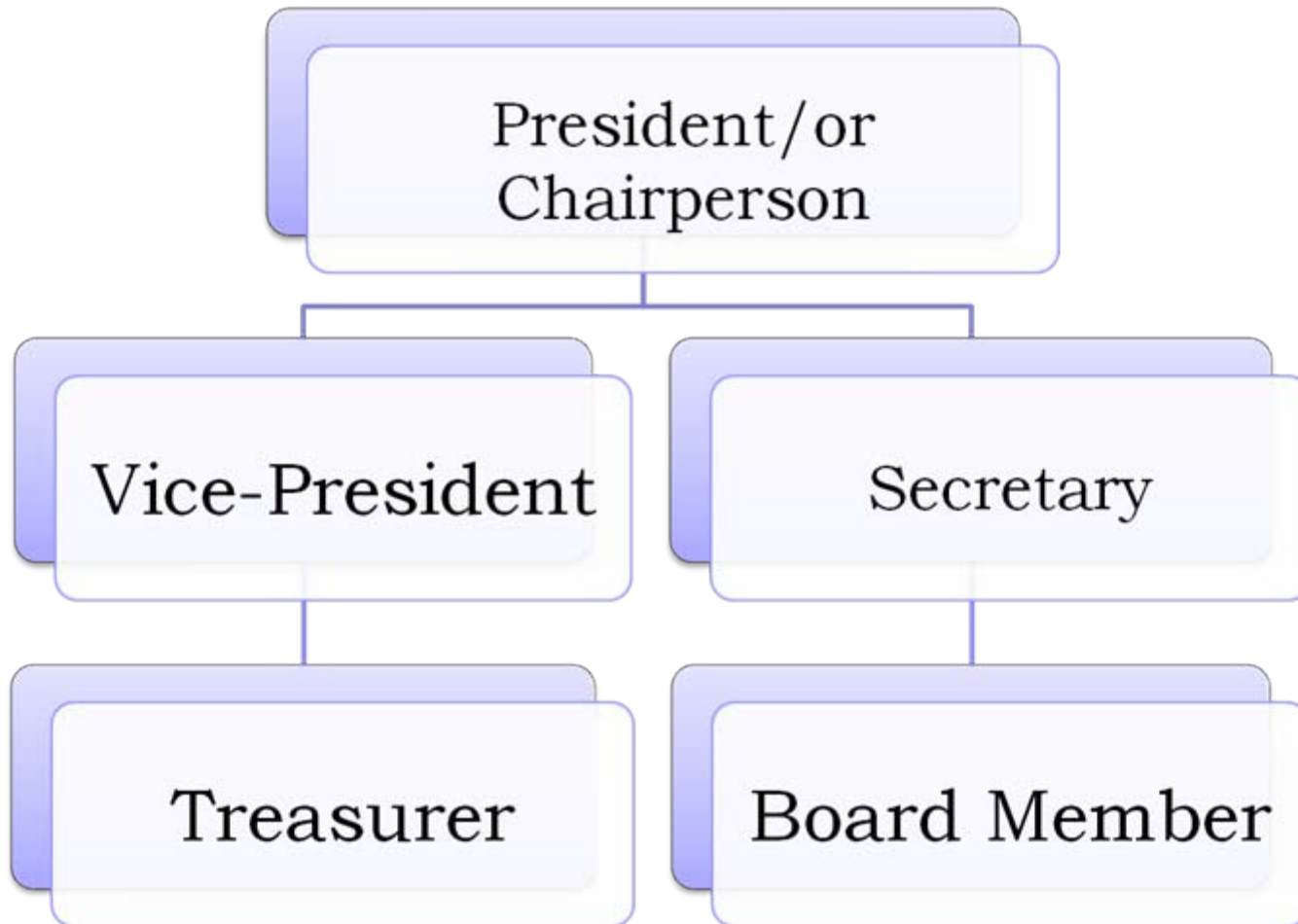


## *What is a Board of Directors?*

- A Board of Directors is a group of people who make decisions about what an organization does and how it is managed.
- Board members are responsible for writing policies and approving an annual budget and what the organization does for the community.
- Members are selected to represent different groups from the community.



# *A Board is Lead by Officers*



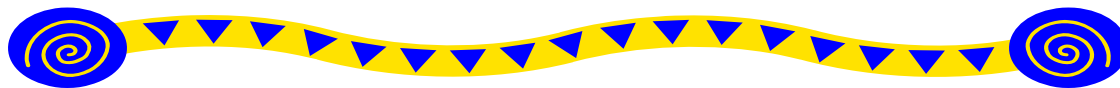
# *Duties of the Officers*

- **President/or Chairperson** –The president leads the meetings and chairs the Board's Executive Committee and its activities.
- **Vice President** – is the backup for the Board president. He/she will chair the meeting when the president is not there. He/she may also chair special committees.
- **Secretary** – ensures records of the Board are up to date. He/she documents the minutes of meetings and all important decisions.
- **Treasurer** – makes sure all financial records are complete. He/she informs Board if sufficient funds are available to meet their objectives and ensures an annual audit (official review) of the organization's finances.
- **Board Member** – Members are responsible for making sure the organization follows the law and its budget.

# *Serving on a Committee*

*Committee – a group directed by the Board to carry out work on projects and report back to the Board.*

*The committee will determine a work plan with a time table to accomplish these projects.*



# *What is My Mission?*

## *What is Important to Me?*

*It is important to know*

*Why ?*

*you want to be on a Board or  
Committee*

*Example of a Mission Statement*

*“I want to make a difference in  
the community in regards to  
people with disabilities”*



*What is true for you*

- *Be a decision maker*
- *Share my thoughts, ideas and feeling*
- *Help improve the organization*
- *Teach other self-advocates about leadership*
- *Make a difference*



# *WHAT QUALIFIES ME TO BE A MEMBER?*

- My experience with this kind of organization
- My experience with Boards and Committees
- My personal life experience in a certain area that could be shared with Boards and Committees
- Why joining this organization is important to me  
(my mission statement)

## A Good Board Member:

- Is honest and ethical
- Is open minded
- Is willing to take on challenges and problems
- Is a team player and works well with other board members
- Has a genuine interest in the success of the company



## Traits to Avoid:

- Unwilling to compromise
- Always taking the “opposite” viewpoint – just for show
- Talking forever on strongly held opinions, rarely backed with fact or research
- “Board hopping” – sitting on a lot of boards but not serving any well



NOW LET'S PLAY

ON THE "BOARD" WALK


*Making the Right Decisions*






# RULES

- 5 teams
- Each team has one spokesperson
- 2 minute team discussion (after question is read)
- 1 minute response time per team
- 5 minute judging and group discussion




*You have decided what your interest and values are in regards to being a board member.*

*Where would you look to find the different mission statements of companies or organizations that match your interest?*




*You are serving on a board that you like o.k., but you get an offer for another board that you love what they are doing.*

*What do you do?*




*You have agreed to serve on a board and committed your time. You have a meeting this evening in which you are scheduled to participate in a presentation; however, your favorite band is performing at that time and you just won tickets to the event.*

*What do you do?*



*You are serving on a board and asked to serve on a committee.*

*How do you figure out on which committee would you be most productive?*



*You are attending a board meeting and your best friend is in a rock band and is performing for the first time that day, but the meeting runs way over the scheduled ending time.*

*What would you do?*