Building And Maintaining An Effective Board

A Northeast Florida Perspective
Overview

- Minimum Requirements
- Selecting Your Board
- Board Structure/Term Limits
- Governance
- Committee Structure

- Program Report
- Affiliate Maturity
- Board Book
- Lessons Learned
Selecting Your Board

- Select people with a genuine interest in enhancing the program
- Select people representing a cross section of the industry and related organizations including professional societies and trades
- Include mentors
- Select people that are successful leaders and are well connected in the community
- Select people who can assist in raising scholarship money
Minimum Requirements

- Board of Directors: a legal requirement to be recognized as a corporation
- Board of Directors: minimum of three but not more than twenty-five directors
- Board Chair/President
- Pro bono accountant essential in maintaining fiscal health
- Pro bono attorney essential in maintaining legal health
Board Structure/Term Limits

- Directors shall be elected by a current Board majority for a term of three years. (Chair generally serves 2 years.)

- No person may be elected to more than two consecutive terms except upon special recommendation from the Governance and Nominating Committees – with Board approval.

- Define clear roles and responsibilities, including fund-raising expectations.

- Establish a leadership succession plan.
Board Governance

- The Board shall have full power, by majority, to adopt rules and regulations governing the action of the Board.

- The Board shall have authority to retain an Executive Director to function as Chief Operating Officer of the Corporation. All other staff appointments and other expenses shall be the Executive Director’s decision, without Board concurrence, within the Board’s approved budget.
Committee Structure
Minimum Requirements

- Executive Committee
- Governance and Nominating Committees
- Finance Committee
- Fundraising Committee
- Public Relations Committee
- Education Committee
Program Report

- Data Base
- Diversity
- Scholarships
- Post Secondary Education
- Grant Funding
Mature Affiliate Attributes

- Fully Functioning
- Overall Growth
- Mentor Growth
- Student Alumni
- Community Recognition
- Financially Responsible
Board Book

Electronic? Dropbox?

A Guide

Ready Reference

Organization

Example