Frequently Asked and Unasked Questions from Board Members

Board Meetings/Governance
- When and where does the board meet? How long are the meetings, and do they usually start on time?
- What's the board attendance policy?
- Do I get fed?
- What kinds of materials will we typically get in advance? When should we expect to receive those?
- What format do they come in? Is there supplemental information we'll receive onsite?
- How is the board meeting agenda put together?
- If I have an item for consideration for the agenda, how should I communicate that?
- How and when are the minutes circulated?
- Do we have an executive committee? If no, how are urgent decisions made in between board meetings?
- Are there association policies that board membership should particularly be aware of? (conflicts of interests, sexual harassment, who speaks for the organization, etc.)

Other Practical Concerns
- Apart from board meetings, how many other events are we expected to attend? Are there any events that are considered must-attend events?
- Are we expected to give to the foundation (if association board)? At what level?
- Will we be expected to contribute monetarily in other ways?
- What will we be reimbursed for, and how does the reimbursement process work?
- Will I also be expected to serve on a board committee or as a liaison?
  - If so, what's the meeting schedule like?

Financial Reports
How often do we get financial reports?
What's included in that report?
How does the budgeting process work?

Staffing
If I also serve on a committee and I need some staff assistance with something the committee's working on, how should I handle that? Should I talk to the executive director first?
What should I do if a staff member approaches me about an internal staff problem?

Program
How do we stay on top of what our members want and need?
What are the 5 biggest events the association sponsors every year?
Committees & Sections
How many committees and sections do we have?
How does the board keep track of what they're up to? Do we have a formal liaison role?

Foundation
What are the major functions of the foundation?
Is there overlap between the boards?

Questions for returning board members:
What was the biggest surprise to you when you were a new board member?
What advice would you give to the new folks?
What's the most important thing the bar does, in your view?