Sky Scraping

Building Blocks to Board Capacity:
The Leadership Retreat

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Elizabeth Derrico & Associates
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Why talk about board capacity?

“It was my fortune, or misfortune, to be called to the office of Chief Executive without any previous political training.”

Ulysses S. Grant
Being on the Board is a Job
Define the Purpose
The Legal Stuff
» Duty of Care
» Duty of Loyalty
» Fiduciary Responsibility

The Unique Stuff
» How your board works
» Expectations
» Documents
» Interactions

The Fuzzy Stuff
» Board as a team
» Leadership
» Stewardship
» Vision

The Fun Stuff
» Collegiality
» Making a difference
» Value
» Empowerment
Scaffolding
Resources

• Laramie Board Learning Project
  • Twitter: @NPMaven

• BoardSource
  • Twitter: @boardsource

• Blue Avocado
  • Twitter: @blueavocadoOrg

• Bob Harris-The Nonprofit Center
  • Twitter: @rchcse

• Center for Non-Profit Excellence

• Idea Architects
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Leadership Handbook Suggestions

1. The Board Policy Checklist
   - Bylaws/Articles of Incorporation
   - Conflict of Interest
   - Confidentiality
   - Conduct Standards
   - Whistle Blower
   - Antitrust Avoidance Statement
   - Risk Management (D&O Insurance)
   - Statement of Jurisdiction or Public Position
   - Guidelines (apparent authority)
   - Records Retention
   - Section or committee functions
   - Executive Director Performance Review
   - Executive Director Contract/Firm Contract
   - Social Media policy
   - Editorial policy
   - IRS 990 Form

2. The Board Financial Checklist
   - Budget
   - Audit
   - Check Signing (resolutions)
   - Financial Controls
   - PCI Compliance
   - Reserve
   - Investment
   - Sponsorship
   - Reimbursement (internal/external leaders)
   - Contributions (charitable)

3. The Board Plan Checklist
   - Strategic Plan
   - Business Interruption Plan
   - Disaster Plan
   - Operations Plan
   - Marketing Plan
   - Succession Plan
   - Leadership Development (Nominating)

4. The Board Expectations Checklist
   - Agenda format for board meetings
   - What can it be expected? What format?
   - What are my liaison responsibilities?
   - What am I reimbursed for? How?
   - How do we communicate with one another?
   - What are my must do events?
   - What are my membership responsibilities?
   - What are the deadlines?
   - What are the cultural norms?

5. Administrative
   - Board roster
   - Committee chair roster
   - Section chair roster
   - Organizational chart
   - Staff contacts and responsibilities
   - Dues process
   - Forms
   - Annual Calendar

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