

Organizing and Delegating: Getting Board Work Done

How does your board function, and do you operate in ways that maximize each member's time and effort? Creating structures, including the processes and procedures that encourage efficiency, is vital. This chart offers a means of organizing ideas into action.

Board Role or Purpose	Activity/Focus	Board Leadership/ Committee to Implement	Ensuring Effectiveness
Fundraising/ Donor Relations	Acknowledging donors: sending notes/emails and making thank-you calls	Board Leadership & Committee	Enlist all board members, provide a sample script and set goals for reaching all donors
Encouraging More Active Board Members	Working with members one-on-one, asking thoughtful questions to prompt meaningful conversation	Board Chair	Give each board member an annual review and highlight accomplishments, to show how member decisions help the organization fulfill its mission and vision
Identifying/ Cultivating/ Recruiting Prospective Board Members	Creating a governance and nominating committee structure that is active throughout the year	Committee	Create board job descriptions for needed skills and talents, to ensure exceptional candidates that support organization growth
Educating New/Current Board Members	Planning a focused, meaningful board orientation and assigning each member a board "buddy"	Committee	Select educational programs to ensure that all members have the tools to govern properly and attain a level of expertise to add value to the decision-making process
Promoting/ Sustaining the Organization	Celebrating organizational successes at board meetings: scheduling time for a "mission moment" every meeting	Board Leadership	Agree on importance of celebrating successes, large and small, with uplifting and inspiring stories that sustain mission focus and vision
Engaging Board in Self-Evaluation	Guiding members in reflecting on their roles on the board, to prepare for a general discussion on board effectiveness and impact on the organization	Board Leadership & Committee	Aim for an increase in collaborative energy and generative discussions, to charge the board moving forward