



GETTING BACK TO BUSINESS

With summer winding down, many sport organizations are gearing up for fall registration, program implementation and getting back to the boardroom. Now is the time to welcome back former board members, orientate new members and start everyone off right for the upcoming season. It is important to get everyone up to speed on the fundamentals so that all can start contributing to your organization's success right away.

Board Accountability

The board is accountable for the organization and are answerable for all that the organization does and how it does it. The board and its members hold a fiduciary trust to see that the organization functions properly. There are five key responsibilities for which the board has a fiduciary charge:

1. Determining the organization's **mission** – its purpose, programs, priorities and vision – what it wants to be and do in the coming years. The mission is usually the product of periodic strategic planning
2. Selection, compensation and evaluation of the **Executive Director**.
3. Responsible for the organization's **finances** while recognizing that the actual financial management (day to day handling) is usually the Executive Director's responsibility. The board's financial role is approving the budget and overseeing adherence to it; contracting and approving an independent audit and controlling investments.
4. Support staff in carrying out **programs**. They must oversee but not manage the administration of the organization.
5. **Fundraising** is a partnership of the board and staff; neither can do it alone.

Four Secrets to Board Success

1. There must be a strong Board President. The best board leaders take charge, collaborate with staff, have a vision and don't try to carry all tasks on their own shoulders.
2. Board members must be clear about their role. Board members are most effective when they take time to reflect on their role and commit to the organization's mission.
3. The Executive Director must be seen as a partner. The organization must work as a team using strengths of both the board and staff.
4. The Board must confront the "big questions". The board must regularly evaluate themselves and their mission.

Those who carry the organization solely on their shoulders create a leadership vacuum when they leave.

Meeting Preparation

For many sport volunteers, fall means a return to the boardrooms for meetings and program implementation. The following check list may be helpful for well-prepared Board meetings

Annual preparation

- Consult with your board members about available/suitable dates and times of the day/week before setting the meeting schedule for the upcoming year.
- Once decided, inform all board members of the annual schedule.
- Implement a system for ensuring annually recurring items are brought forward at the right time.

The meeting agenda

- Prepare the agenda at least two weeks in advance of the meeting to allow time to prepare the board package.
- Determine if there is a purpose for every item on the agenda. Do you know what you want to accomplish?
- Design the agenda to provoke involvement from all board members.
- Put important items first on the agenda.
- Identify “information only” and “update” reports that are included in the board package.
- Set realistic time limits for each item.

Board information packages

- Organize the information so that it links to agenda items at the front of the board package. (Some organizations use a binder with dividers).
- Send the board package at least five working days in advance of the meeting.
- Do a “reality check” in terms of what you can expect board members to read. (Determine if you have overloaded them unrealistically).

There are many ways you and your Board members can prepare for the busy upcoming season. Setting a path in the beginning helps everyone follow through.

Reminder: All coaches identified with a PSO are required to complete the Respect in Sport program by December 2007. Information on the program can be found at our website www.sportmanitoba.ca

Visit these sites for more resources:

www.charityvillagecampus.com
www.governancematters.com
www.nonprofitworld.com

www.snpo.org
www.nonprofitcourses.org
www.uwex.org

Publication of the PSO Unit

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