



Fact Sheet: Managing Board Operations

June 6, 2021

The board, through the Secretary’s position, often carries out the task of managing Board operations. However, once a community foundation has employees, these tasks often become staff tasks or tasks shared with the Secretary.

The pitfall is that managing a large board can take up a large part of precious staff time that may be better used in other ways (for example: community development, grantmaking, promotion, etc.).

Proper systems, equipment and training to perform tasks effectively and quickly are cost effective in the long term and provide a strong base for future growth of your community foundation.

ACTION CHECKLIST	WHO	WHEN
Determine role of Board secretary and staff in administering communications with and amongst Board members considering the following: <ul style="list-style-type: none"> ● Notice of meetings ● Distribution of agenda and meeting materials ● Minute taking 		
Set up a system for communicating to the Board. Consider the following options: e-mail, texts, mail, board portal on website		
Create and share a document with Board members containing everyone’s contact information.		
Determine frequency of Board meetings and schedule dates at least a year in advance		



<p>Set up a format for simple, effective board meeting minutes and agree in advance on how much detail to record of meeting discussions in the minutes.</p> <p>Include with the minutes some type of tracking system on actions arising out of the Board meeting and who is responsible for undertaking and following up on the actions.</p>		
<p>Maintain Board records. Key Board records include:</p> <ul style="list-style-type: none"> ● Polices, including documentation on frequency of policy review ● Minutes ● Job descriptions for the board ● Board members' contact information. 		
<p>Develop a nominations process for new board members that includes:</p> <ul style="list-style-type: none"> ● Determining skills and attributes for Board members ● Assess current Board members' skills and attributes and identify gaps ● Identify individuals in community who can fill the gaps ● Interview them about foundation and role of Board members ● Determine who to invite to join Board ● Send out notice, within the timeline specified in the Bylaw, of names of individuals to be nominated ● Undertake new Board member orientation 		
<p>Organize Annual General Meeting</p> <p>In most cases community foundations hold an annual meeting of directors shortly after completion of the year-end audit.</p> <p>Things to consider as you prepare for your AGM:</p> <ul style="list-style-type: none"> ● Adhere to bylaw requirements for notice of meeting ● Provide the latest audited financial statement: financial statements must be approved by the board prior to bringing to annual meeting. ● Agenda resolutions – changes to Bylaw, etc. require advance notice and distribution prior to AGM ● Election of new Board members ● Investigate which accounting firm you are recommending as auditors for the following year ● Appoint the auditors for the following year ● Distribute Annual Report 		



You may want to organize an event to celebrate your accomplishments, grants awarded and to distribute your Annual Report, as this is a major public relations piece for the year.

