

DEVELOPING A DYNAMIC BOARD:

Orienting and Supporting the Board

**National Association of
Bar Executives
San Antonio, Texas
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- I. Orientation to Board Service
 - A. Orientation Day (*See outline of "New Governor Orientation"*)
 - B. Defining Responsibilities (*See "Governor Responsibilities"*)
 - C. Discussing the Dynamics of Groups
 - D. Setting Mutual Expectations
 - E. Clarify Differences between Policy Development and
Implementation Management

- II. Performing Board Hallmarks
 - A. Agreed Mission and Goals
 - B. Empowered President/Chair
 - C. Shared Commitments to Discussion Protocols (*See sample
"Discussion Protocols" and evaluation of compliance tool*)

D. Ongoing Performance Evaluation (*See sample Meeting Evaluation form*)

E. Use Meeting Agendas and Pre-meeting Distribution of Meeting Materials

III. Supporting the Work of the Board

A. Assure that Bylaws and Policies are Current and Clear

B. Set Agendas and Raise Issues about what Matters Most to the Organization

C. Include all Necessary Information on each Issue on the Agenda in the Board materials for Each Meeting

D. Coach the President/Chair on Running Effective Meetings - be the 'process observer'

E. Treat Volunteers' Time as Precious

F. Develop and Periodically Revisit a Long-range Plan

G. Use Annual "Operational Plans"

IV. Common Board Problems

A. Stagnation / "same old" syndrome

B. Limitless Terms

- C. Pro forma Meetings without Relevant and Important Substance
- D. Lack of Diverse Points of View
- E. Disruptive Member(s) / side bars
- F. Micro-managing
- G. Lack of Direction or Long-range Goals