

New Board Members Check List

Friday, September 14, 2018 1:26 PM

New Board Member Orientation Checklist:

- Schedule orientation before the member's first Board Meeting.
- Explain the goals of the board/ how the board functions and interacts
- Provide a roster of key association contacts; importance of Board participation
- Provide and explain association governing documents; where records are kept
- Provide meeting minutes and financial reports for the last six months.
- Explain the function and current projects of each committee.
- Encourage new board members to seek greater Association education skills.

UNDERSTANDING MEETINGS

Board Meetings:

- Must be productive, orderly, free of disruptions and open to members unless an executive session is convened
- Executive sessions are for litigation, personnel issues, or contract negotiations
- Purpose of Board meetings is:
 - Set policy... Review operations
 - Listen to residents... Resolve disputes
 - Plan for the future
 - Vote on business discussed in executive session

Annual Meetings:

- Present the annual budget to Association members
- Elect directors
- Deliver committee reports to members
- Build community by bringing neighbors together

Special Meetings:

- Focus on one particular item of concern or interest
- Present sensitive or controversial matters to residents
- Garner support for large projects or clarify unpopular decisions
- Provide a venue for members to express opinions / frustrations
- Get resident feedback before the Board takes action
- Reach consensus or resolve an issue

Meeting Requirements:

Associations must meet specific requirements to conduct business at a meeting:

- Proper notice be given for meetings - particularly annual meetings
- A quorum be present before calling the meeting to order
- Record all actions taken. Minutes should include:
 - Association name and type of meeting
 - Time, date, place and Attendees
 - Approval or correction of previous minutes
 - Officer and committee reports
 - Motions and their outcomes—approved, denied, or tabled
 - Adjournment time
 - Secretary's signature