

# STRONGER BOARDS

Webinar Two: Good Board Practices

Grant MacDonald -Governing Good

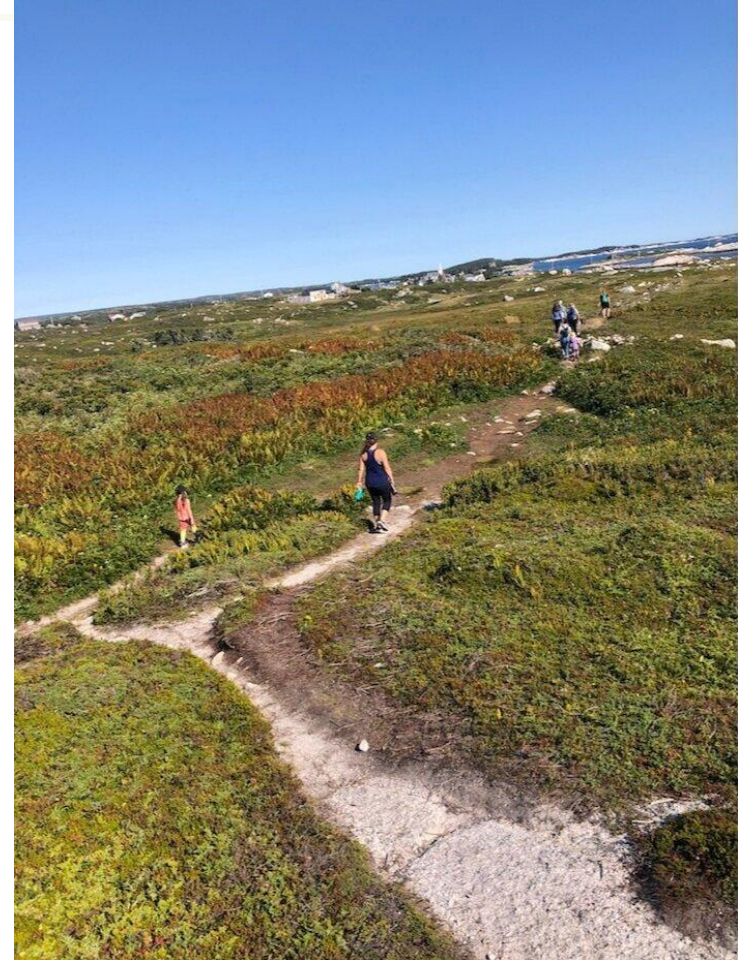


# Good Board Practices

- Bylaws – maintain your group's legal status
- Policies & procedures – codify your group's practices, aspirations and culture
- Quorums, email guidelines, email voting and other such matters

# Bylaws: Your Legal Foundations

- Membership
  - Who qualifies
  - Dues
  - List
- Members meetings
  - Notice
- Board meetings
- Officer roles
- Conflict of interest
- Quorum
  - Members meetings
  - Board meetings



# Reporting to RJSC

- Changes in bylaws
- Changes in your officers
- Director additions and resignations
- Financial report
- Payment of annual fee
  - Yearly amount
  - Reinstatement amount

# Quorum and Other Bylaw Matters

- Members meetings quorum
  - Fixed minimal number larger than the board itself
  - Bylaws will specify when and if any business can be conducted
- Board meetings quorum
  - Majority of appointed directors (not all board positions will be filled)
- In person or virtual or hybrid meetings
- Open or closed board meetings
- Board member resignations and additions

# Policies and Procedures

## • Policies

- Important principles that guide the group
- Agreements that capture group's accumulated wisdom
- Policies need to leave room for flexibility
- Policies need not be long
  - One page is often enough
- Policies answer the question: what?

## Procedures

- Step-by-step written instructions in the implementation of adopted policies
- Procedures answer the question: how?



# Some Key Policies for Trail Groups

- Governance

- Board member role description
- Board chair position description
- Treasurer and secretary position descriptions
- Conflict of interest
- Code of conduct
- Committee Terms of Reference

- Operations

- Trail etiquette
- Accessibility
- Trail stewards
- Trail safety
- Trail Inspection
- Volunteer expectations/code
- Incident Reports



# Policies and procedures

- What ones do you have in place?
  - Examples
- What ones are you interested in developing?
  - One would be....
- What stands in the way of you creating written policies?





# Five Policy Development Hints

- Policies need to be “good enough”
- Avoid crafting by group or committee
  - Assign drafting to one person
- Find examples from other organizations
  - Do not start with a blank page



# Advantages of policies

- Your organization's continuity
- Provides clarity on board and volunteer responsibilities
- Valuable in board and volunteer recruitment



# Good Practice Questions & Suggestions

---



# Thanks

- Stronger Boards 3: *New Approaches and Burning Questions*
  - April 23
- Governance resources for non-profits can be found at
  - [www.governinggood.ca](http://www.governinggood.ca)

The logo for Governinggood features the word "Governing" in a blue, sans-serif font and "good" in a green, sans-serif font. The two words are connected by a stylized, overlapping letter 'g' that is also green.