



The Board Briefing

The Board Briefing eNewsletter-18

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BOARD Briefs are a series of "at-a-glance" written resources, including video and audio tools to assist Board Volunteers in supporting their local Boys & Girls Club. They are designed for use at board and committee meetings, new board member on-boarding, providing educational and generative content.

Updated Club Employee Handbook Template and Updated Employer's Survival Guide for Clubs

The updated Club Employee Handbook template and the "Employer's Survival Guide for Clubs" are now available.

Please note that the Employee Handbook Template is based on Federal Laws, and your Clubs will need to insert the appropriate information for their specific benefits and policies, and they will need to ensure their final Handbook complies with their State laws. Clubs should consult their own employment law attorney to ensure their final handbook is ready for distribution to Club staff.

Also another wonderful resource, "Employer's Survival Guide," that serves as an informative checklist to ensure Clubs are following good Human Resource practices and are complying with the Federal laws.

To download handbook, please click: [Club Employee Handbook Template](#) and to download guide, please click: [Employer's Survival Guide for Clubs](#).

Extreme Board Makeover

Despite the complaints of board chairs and CEOs that their boards "need training," often the most effective way to change a board is to change the people who are on it. Often a board itself realizes it needs to transition faster and more dramatically than it can by adding a couple of new folks a year.

Please click [here](#) for full article.

Successful Board Meeting

Choosing the right date, time, and location is important to ensure sufficient attendance, and paying attention to the smaller details, such as meeting length, the meeting room, and feeding the board, is important to ensure that the materials you have worked so hard on can be received by attentive and engaged board members.

There are several aspects of board meetings logistics and they essentially boil down to where, when, and how the meeting will take place.

For more information, please [click here](#).

BoardLeader SPOTLIGHT



Featuring: BARBARA L. JORDAN

Barbara is currently an Education Administrator at Mayo Clinic where she has worked for over 23 years. She has a dual assignment with leadership responsibility for the Mayo Clinic Quality Academy and the College of Medicine Office for Diversity. Her role in the Office for Diversity is in support of the College of Medicine's mission to advance the Mayo Clinic practice by providing recruitment, retention and advancement activities that target students from backgrounds that are underrepresented in science and medicine.

Barbara has a broad and deep portfolio of community activities and advocacy. One of her proudest accomplishments is being part of a small group of community members who put forth the idea and developed the case statement for establishment of what was to become the Boy and Girls Club of Rochester,

Minnesota. She currently serves on the B&GCR board and leads the Board Development Committee. Barbara has chaired the boards of the Rochester Area Chamber of Commerce, and the Rochester Diversity Council. She is currently and officer with the board of the Rochester Area Foundation and the Rochester Branch of the NAACP. Barbara holds a BA in English from Southern Methodist University and a Masters in Organizational Management from Concordia University.

Preparing for a Succession Emergency: Unexpected CEO Departure

Succession planning is one of a board's most important oversight responsibilities. Accordingly, a majority of corporate boards review the CEO succession planning process annually. However, emergency succession events, such as the unexpected departure or sudden death of a CEO, act as a "stress test" of companies' succession process and place considerable pressure on boards to act swiftly and decisively. A quick response can be problematic if the process lacks an emergency component or a succession-ready candidate.

This report outlines common issues that arise during emergency successions, provides guidance on how to prepare for and respond to a succession crisis, and encourages boards to integrate succession planning into the company's crisis-preparedness process.

Please [click here](#) for full report.

A Few Good Tools: Board Portals and Other Ways to Collaborate

Collaboration is integral to the work done by foundations and nonprofits. This is especially true for boards of directors tasked with working together to guide organizations — but when board

members and staff are spread across multiple offices or geographic locations, collaboration is not as easy as sitting around a conference room table.

Whether voting on proposed budgets, preparing financial documents or recommendations for upcoming meetings, or evaluating pending grant proposals, sharing documents by email or participating in conference calls is sometimes not enough.

For full article, please [click here](#).

~SAVE THE DATE~
NATIONAL CONFERENCE 2017
May 10-12, 2017
Hilton Anatole - Dallas, Texas

The 110th National Conference took place May 11-13, 2016, featuring inspiring keynote speakers, great networking opportunities, and practical training all rolled into a fun and immersive three-day learning event.

Recordings are now available of selected sessions that were live-streamed during the conference. [Click here](#) to Watch!

To view pictures of the 2016 National Conference featured on the board website, [click here](#).

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- Ronnie Jenkins, National Director, Board Transformation Services, Creator
- Delia Rojas, SyOp and Editor



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