



Preparing Well for a Quick and Fun Annual General Meeting

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WEDNESDAY, APRIL 17, 2019



Workshop Overview

Governance

- Responsibilities of Individual Board Members
- Basic principles of governance

Annual General Meeting - AGM

- Key responsibilities of members
- Stakeholders
- Staff and volunteers
- Building Blocks of the AGM
- Succession Planning

Responsibilities of Individual board members:

- ▶ Attend and participate in board and committee meetings and the AGM
- ▶ Be informed about mission, vision, purposes, policies and structure
- ▶ Keep up to date on developments in the non-profit housing sector
- ▶ Prepare for and participate in Board discussions
- ▶ Serve on committees or task forces as requested

Responsibilities of Individual board members:

- ▶ Understand and scrutinize all financial matters
- ▶ Keep board discussions confidential
- ▶ Be aware of and abstain from conflict of interest
- ▶ Participate in establishment of policy
- ▶ Refrain from making requests of management unless authorized by the Board
- ▶ Participate in monitoring/evaluating management
- ▶ Understand roles and responsibility and portray appropriately with members etc

Basic Governance Principles

1. Boards act on behalf of the owners (members) of the non-profit organization.
2. Board is accountable to the owners (members) for everything that happens in the organization.
3. The Board's work is best described as 'eyes on, hands off.'
4. The Board only has authority as a collective.
5. Board speaks through policies and motions, and it speaks with one voice.

Principles Cont'd.

6. The Board delegates its authority for the operations to Management.
7. The Board works with management by approving policies and giving directions with motions.
8. No individual member directs the work of Management
9. The Board evaluates management against its directives and strategic plan.
10. The relationship between the Board and management is one of partnership and collaboration

Key Responsibilities of Members

- ▶ To be informed of organizational activities
- ▶ To make motions and vote at the AGM
 - ▶ Elect new members to the Board
 - ▶ Approve financial statements
 - ▶ Appoint the auditor
 - ▶ Approve changes to the bylaws
- ▶ Participate on a residents' committee

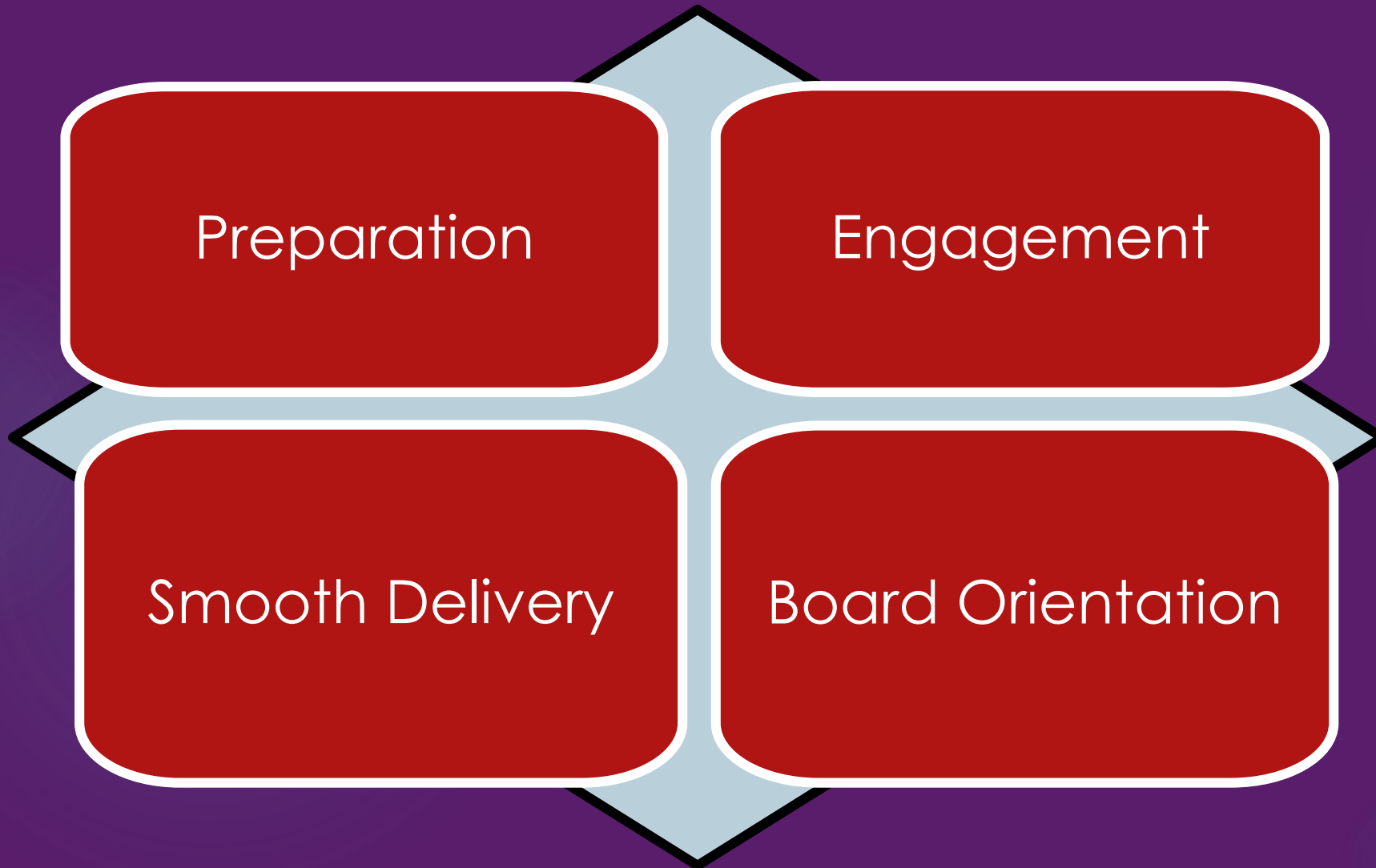
Stakeholder

- ▶ Although stakeholders may have an interest in the actions of the organization, they have no authority in the organization
- ▶ Stakeholders may include: community members, families of tenants, funder of programs etc

Staff/volunteers

- ▶ Have authority over activities listed and described in their job descriptions and accountabilities
- ▶ Support the organisation and believe in the vision, mission and values.

Building Blocks of the AGM



Preparation

Approving audited financial statements

Reviewing by-laws

Review notice requirements

Motions

Voting

Preparation

Minutes and documentation

Location, time, lunch, prizes, hook

Reports – Executive Director - Chair of the Board –
Nomination Committee (slate)

AGM chair

By-law changes

Engagement

Send notice of AGM

Hook – what relates to me

Something new and exciting

Call and follow-up. Make it important.

Reports – complete each other

Smooth Delivery

Reports – available ahead of time

Start on time and finish on time

Questions are encouraged and redirected

Stick to the agenda

AGM chair is efficient and time conscious

Board Orientation

First board meeting is orientation

Have a binder for all new board members

60 minute meetings - start on time and finish on time

Have a mentor for new members

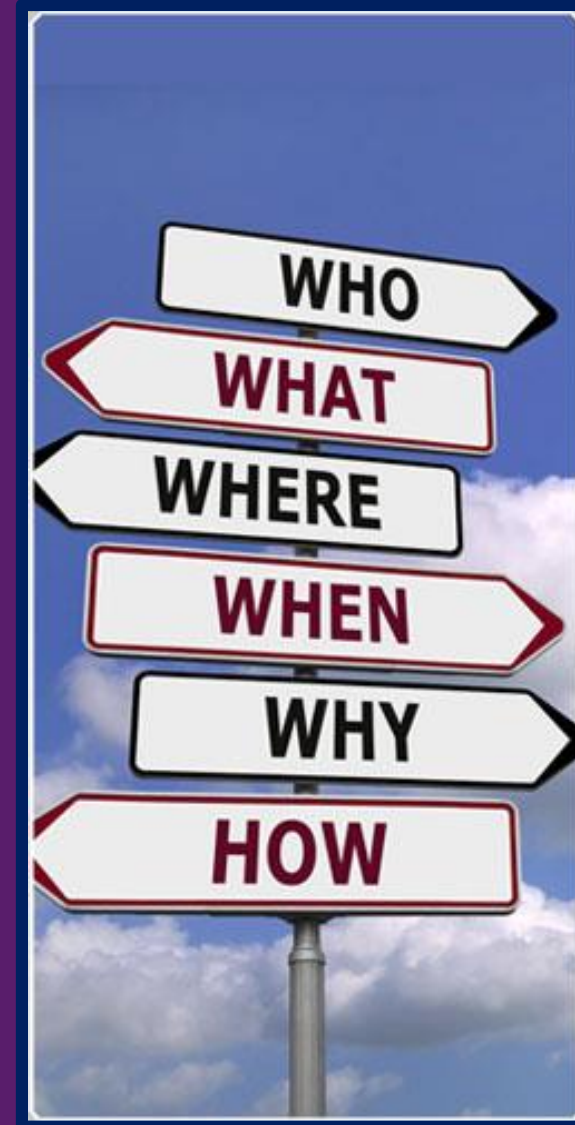
Have fun!



Orientation of new members

Not the job of Management

Ideal role for a vice-chair



Orientation of Board on:

- Ensuring Financial Health
- Guide + Evaluate Management
- Strategic Plan and Policies
- Decision Making and Authority

Succession Planning



Board Succession Planning

- ▶ Pay attention to the capacity of individuals to participate in big picture thinking:
 - ▶ Analytical skills
 - ▶ Curiosity
 - ▶ Ability to think ahead
 - ▶ Ability to brainstorm options
 - ▶ Comfortable with ambiguity
 - ▶ Ability to manage conflict and deal with group dynamics
- ▶ Remember: Big picture thinking trumps narrow technical expertise

Develop ability to see the big picture

- ▶ Think 'What if'
- ▶ Envision future challenges
- ▶ Ask: Is there more to this problem than meets the eye?
- ▶ Ask: instead of making a decision should we create a policy?
- ▶ Gather your stakeholders', staff and volunteers' perspectives
- ▶ Stay informed; Build education or training into every meeting
- ▶ Challenge current approaches and existing assumptions
- ▶ Be positive. View problems as challenges and opportunities.
- ▶ Resist the urge to micro-manage

Process tools

- ▶ Change the agenda – put strategic discussion at the top
- ▶ Spend time defining your vision and guiding principles to improve decision making
- ▶ Define how management and or committees will report to the board
- ▶ Insist on written reports and distribute them at least 5 days before the meeting
- ▶ Read reports before the meeting
- ▶ Pre-write expected motions and include them in the agenda
- ▶ Use a consent agenda to manage routine decisions

Succession model

- ▶ Start with committee members
- ▶ Reward and recognize contributions
- ▶ Provide training
- ▶ Recruit continuously
- ▶ Have a slate ready for the AGM notification

Questions



