

Exceptional Organizations...How to Play Your Part

CEO Track

CEO Track Overview

- How do we find awesome board members?
- We have new board members, now what?
- Do board members need training?
- Board meetings: Who does what?
- The not-so-fine line between CEO and board member roles
- I haven't had an evaluation in years: How come?
- Q& A time

How do we find awesome board members?

Regardless of appointment process, you need to recruit!

- What vocational voids exist on your board?
- Whoever your appointment entity is needs to know people are interested
- Know the appointment process

We have new board members, now what?

A thorough board member orientation is key

- Individual or group
- Tour the fairgrounds
- Give oral history of fairgrounds
- Explain mandatory training if any
- What is a public entity?
- Recommend they get involved in the fair industry
- Ask them if they have any questions
- Welcome binder

We have new board members, now what

Welcome binder

- Board roster
- Staff list/org chart
- Bylaws
- Policy manual
- Strategic plan
- Industry acronyms
- Fairgrounds map
- Minutes from last two board meetings
- CDFA board handbook

Do board members need training?

- The answer is always yes!
- Mandatory training
 - DAAs
 - County fairs
 - Nonprofit fairs

Board meetings: Who does what?

- Building agenda
- Open meeting laws
- Meeting packets
- Finance reports

Board meetings: Who does What?

Building meeting agenda

- Board participates, especially board president
- Consent agenda can expedite routine items
- Make sure closed session items are posted correctly
- Distribute according to open meeting law requirements

Board meetings: Who does What?

Open meeting laws

- Public entity fairs and some nonprofits
- DAAs=Bagley Keene Act
- County fairs=Ralph M. Brown Act
- It's your job to know it and keep board on track
- Do not “fudge” on the rules

Board meetings: Who does What?

Meeting packets

- Include as much as you can
- Mail/email to board members to give them enough time to thoroughly read the packet
- Provide a written CEO report to save time at the meeting. Ask board if they have questions.
- Provide written committee reports also

Board meetings: Who does What?

Finance reports

- Must be in monthly board packets—no exceptions
- It's ok if they are 30-45 days old
- Do your board members understand them?
- Provide the same reports to board as you do to the finance committee.
- Include in meeting packet even if finance committee meets right before board meeting

The not-so-fine line between CEO and board member roles

- CDFA well used spreadsheet can be used by all
- *Boards that Lead & Succeed: A Guide to Effective Fair Board Leadership*

I haven't had an evaluation in years, how come?

- Who's responsibility is it?
- Why is it important?
- Resources to help you and your board

I haven't had an evaluation in years, how come?

Who's responsibility is it?

- First the board's then yours
- It is the opportunity for board to evaluate if you met expectations the past year and to set new ones
- Annual two-way conversation
- State forms, online samples, etc. Find one that works for your fair

Why is it important?

Resources to help you and your board

Q & A time

- What's on your mind?