

MISSOURI ASSOCIATION OF
SOIL & WATER CONSERVATION DISTRICTS
PRESENTS A WORKSHOP:
BOARD ROLES & RESPONSIBILITIES
WEDNESDAY, DECEMBER 03, 2008

Pam Pullman is no stranger to workplace management and supervision. Pam's leadership and management work experience includes 16 years in a St. Louis County nonprofit agency, with ten years as the Executive Director. Pam has over twenty years of human resources consulting and workshop facilitation experience, with a focus on management and supervision, communications and customer service, cultural diversity, coaching and organizational capacity building. Pam was a Danforth Foundation scholarship recipient and holds a bachelor's degree and JD (Law) degree from St. Louis University. She has past teaching experience (business law) in the graduate programs at the University of Missouri, Washington University School of Business Administration, and the St. Louis Community College District. Pam is a former member of the National Speakers Association and current member of the International Speakers Network.

Pam's past and current clients include the US Dept. of Health & Human Services, Office of Community Services, St. Louis Child Daycare Association, the Nonprofit Services Consortium, United Way of Greater St. Louis, Community Transportation Association of America, the Enterprise Foundation, the US Postal Service, the Missouri Foundation for Health, the Missouri Bootheel Regional Consortium, Inc., the National Healthy Start Association, Gibson Recovery Centers, Inc., numerous workforce development programs, housing authorities, regional planning commissions, councils of government, school boards, and a few hundred federal and state funded agencies in the network of 1,000+ Community Action Agencies and Head Start programs nationwide. Since 1987, Pam has conducted over 500+ workshops reaching over 50,000 participants and has flown over 750,000 *airplane miles* throughout the US & Hawaii.

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THE ART OF
BOARD GOVERNANCE

ACCOUNTABILITY
RESPONSIBILITY
TEAMWORK



Governance
Vs
Management




KEY ISSUES FOR BYLAWS

- **TERMS OF SERVICE**
- **ATTENDANCE**
- **COMMUNICATIONS**
- **COMMITTEES**
- **CONDUCTING MEETINGS**
- **REMOVAL/MISCONDUCT**



KEY TERMS
PARLIAMENTARY PROCEDURES

QUORUM
AGENDA
MOTION
SECOND
VOTING



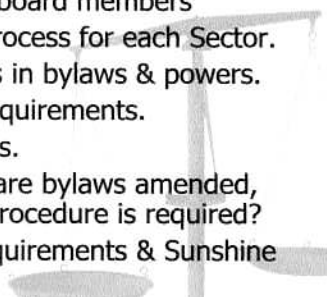
S A M P L E: AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Forum & Guests Intro.
- IV. Reading/Approval of Minutes
- V. Committee Reports
- VI. Directors/Staff Report
- VII Unfinished Business
- VIII. New Business
- IX. Executive Session
- X. Next Meeting Date/Adjournment



SEVEN KEY QUESTIONS FOR BOARD BYLAWS

- 1. Number of board members
- 2. Selection Process for each Sector.
- 3. Committees in bylaws & powers.
- 4. Quorum requirements.
- 5. Term Limits.
- 6. How often are bylaws amended, and what procedure is required?
- 7. Meeting requirements & Sunshine Law.



MISSOURI SUNSHINE LAW

TOP TEN THINGS TO KNOW

<http://www.ago.mo.gov/sunshinelaw/topten.htm>

MISSOURI SUNSHINE LAW TOP TEN THINGS TO KNOW

- 6. The Sunshine Law requires a custodian of records to respond to a records request as soon as possible but no later than **three business days** after the custodian receives it.
- 7. The Sunshine Law deals with whether a public body's records must be open to the public, but it generally does not state what records the body must keep or for how long. A body cannot, however, avoid a records request by destroying records after it receives a request for those records.

MISSOURI SUNSHINE LAW TOP TEN THINGS TO KNOW

- 1. When in doubt, a meeting or record of a public body should be opened to the public.
- 2. The Sunshine Law applies to all records, regardless of what form they are kept in, and to all meetings, regardless of the manner in which they are held.
- 3. The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances, but it **almost never requires** a public body to do so.

MISSOURI SUNSHINE LAW TOP TEN THINGS TO KNOW

- 8. The Sunshine Law requires a public body to grant access to open records it already has, but it does not require a public body to create new records in response to a request for information.
- 9. When responding to a request for copies of its records, the Sunshine Law limits how much a public body can charge for copying and research costs.
- 10. There are special laws and rules that govern access to law enforcement and judicial records.
- <http://www.ago.mo.gov/sunshinelaw/topten.htm>

MISSOURI SUNSHINE LAW TOP TEN THINGS TO KNOW


- 4. A public body generally must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision of the law that allows the meeting to be closed.
- 5. Each public body must have a written Sunshine Law policy and a custodian of records whose name is available to the public upon request.

NOTES

**COMMITTEES
&
THE EXECUTIVE
COMMITTEE**



FIDUCIARY DUTIES:
■ **Duty of Care**
■ **Duty of Loyalty**
■ **Duty of
Obedience**



**CONFIDENTIALITY
AND
CONFLICT OF
INTEREST**

