



## HOW TO BE A SUCCESSFUL NORPROFIT BOARD CHAIR

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### BEFORE YOU TAKE ON THE ROLE ...

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1. Learn the lay of the land.
  - a. Read the bylaws carefully.
  - b. Get to know the board members.
  - c. Talk with your predecessor about the challenges, expectations, and future of the organization.
2. Have open conversations with the CEO about how to best partner together.
3. Understand your role.
  - a. Is there a position description?
4. Read your strategic plan.
5. Know your organization – start following their Facebook, Instagram, and Twitter accounts and keep up on what they are doing day to day.

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### DURING YOUR TENURE ...

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1. Become an agency expert.
2. Run phenomenal board meetings.
3. Appoint strong committee chairs and hold them accountable.
4. Recruit new board members.
5. Raise the visibility of the organization.
6. Groom future board leadership.
7. Help raise money!
8. Keep up with your strategic plan.

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### LEAVE ON A HIGH NOTE!

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1. Orient your successor honestly to the joys and challenges of the position ... then let her do her job. Stay out of the way unless she has questions.
2. Continue to support the organization in whatever way you can, but remember you are no longer at the helm.
3. Don't burn any bridges.

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### ENGAGE FELLOW BOARD MEMBERS

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1. Meet with each board member annually.
2. Host an annual board retreat.
3. Be available.
4. Take time to celebration and get to know each other.

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### PARTNER WITH YOUR CEO

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1. Communicate with the CEO often and honestly.
2. Spend time getting to know each other.
3. Be available.
4. Talk about the future with the CEO. What is his/her vision for the organization? Yours?
5. Coordinate your CEO's evaluation.

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### A FEW MORE THINGS ...

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1. Set a positive and inspiring tone.
2. Board diversity matters... in race, ethnicity, gender, thought, experiences. Talk about it. A board of all rich, white men is NOT what you want!
3. Don't shy away from tough conversations.
4. Have zero tolerance for bad behavior.

### Contact Us!



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