

Orientation to Service on the AEEE Board

**Here's some information
to begin your orientation
to board service.**

Are You Ready to Serve?

- It has been noted that people who get involved with public causes open themselves to frustration and disappointment, but - through it all and after it all - those moments of making change happen for the better are among our lasting joys. There's something wonderfully rewarding in being part of an effort that makes a difference.

- “The ultimate goal of good governance is to insure the effectiveness, credibility, and viability of the organization.”
- “An organization’s leadership has a moral, legal, and fiduciary responsibility to its members, constituencies, staff and volunteers, as well as the general public.”

Board Service Is:

- A Cause Larger Than Yourself
- A Team Effort
- Compromise
- Making A Difference
- Skill-Building
- Rewarding
- Time-Consuming
- Frustrating
- A Serious Responsibility

How Does One Prepare for Board Service?

- Accept and embrace individual responsibility for attendance and participation
- Know the mission and purpose of COE and AEEE
- Understand the seriousness of fiduciary responsibility
- Be familiar with the association's by-laws
- Read the policies manual
- Review other documents (i.e., membership app)
- Understand Robert's Rules of Order
- Reveal real or potential conflicts of interest
- Participate in training
- Take notes and keep good records
- Accept responsibility for communicating with the membership regarding your activities

First Things First!

Why Are We Here?

- Federal TRIO Programs were authorized under Title IV of the Higher Education Act of 1965, and are designed to help low-income, first generation college students prepare for, enter, and graduate from college.
- While student financial aid programs help students overcome financial barriers to higher education, TRIO Programs help students overcome social, cultural, as well as financial barriers that impede students from sustaining academic achievement.

What is the Mission of COE?

- The mission of the Council is to advance and defend the ideal of equal educational opportunity in higher education. The Council provides a voice for low-income and disabled students in order to assure they will have a realistic chance to enter and graduate college.

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COE By-Laws

What is the Relationship Between AEEE and COE?

- Very briefly, in 1977, a national council was created, comprised of the presidents from each of the ten TRIO-based associations, plus two additional representatives, totaling thirty individuals
- AEEE is one of those ten associations

Ten Regional Associations

AEEE

ASPIRE

CATP

MAEOPP

MEAEOPP

NASP

NEOA

SAEOPP

SWASAP

WESTOP

AEEE

- In 1977, following the lead of the founding Council members, a group of individuals in New York and New Jersey got together to incorporate an organization devoted to advocating for equal educational opportunity
- 28 years later, AEEE is one of 10 regional associations that comprise the COE Board
- AEEE has a proud history of strong advocacy for employees of TRIO programs in New York and New Jersey
- For more information on the history of AEEE, see the back of the P3 Manual

What is the Mission of AEEEE?

- The purpose of this organization shall be to provide for employees of Federal TRIO Programs in the State of New York and the State of New Jersey and others concerned with providing equal access to education, a forum for collegiality, professional development, and all other activities that pertain to the interests and well-being of their programs and students.

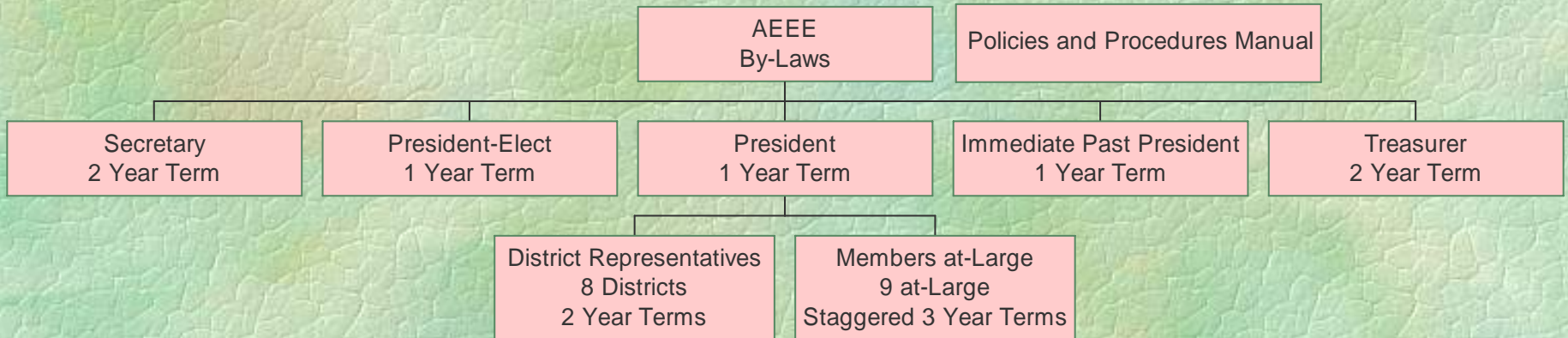
■ AEEEE By-Laws

AEEE By-Laws

- Establishes the broad purpose and mission of the Association
- Provides definitions for membership
- Describes election process
- Outlines responsibilities of board members
- Names key committees
- Explains the process by which Association meetings are held
- Other issues relevant to incorporated organizations

AEEE Board of Directors

Organizational Structure
(not hierarchical)



Board Members Must Meet Certain Fiduciary Responsibilities

- The Duty of Care
- The Duty of Loyalty
- The Duty of Obedience

Fiduciary Responsibility

This is the MOST important part of Board service

- Every Board member should explicitly assume responsibility for stewardship of the association
- a trust held for the greater community - describes individuals in the community that have been selected to be custodians of the association
- Board Members make and enforce policy, budget and authorize the expenditure of funds, establish and effect the operation of programs, and protect the integrity of the organization - on behalf of and in service to the greater community

The Duty of Care

- Relates to the level of competence required of each Board member
- It's what an ordinarily prudent person would exercise in a like position and under similar circumstances
- Attend meetings consistently
- Be informed about issues and organizational activities
- Ask questions!!!
- Utilize trustworthy sources of information in making decisions
- Delegate only to responsible people and follow up regularly

The Duty of Loyalty

- It is a standard of faithfulness to the organization
- You may not place personal interests, family interests, or related business interests above those of the association

The Duty of Obedience

- Ensures that the association remains faithful to its central mission and purposes.
- Board members should not exceed their delegated authority or direct the association beyond its purpose or mission as set forth by the by-laws. Such actions violate the trust invested by those who hold membership and can imperil the association's tax-exempt status
- However, board members may exercise reasonable judgment in determining how the association can best fulfill its purposes

The Budget - What to Ask?

- Is cash flow adequate?
- Are cash flow projections reasonable in light of past experience and not unduly optimistic?
- Do we have reserves to meet operating expenses in an emergency?
- Does the Board receive updates on financial activity?
- Are there internal controls to protect against abuse, error, fraud, and waste?
- What is the policy regarding conflicts of interest?
- How and when are the Association's taxes prepared?

Examples of Operating Budget Categories

- Fair Share
- Legal & Professional Fees
- Delegate Travel
- Travel to Board meetings
- Conference Committee 2003
- Conference Committee 2004
- Awards Committee
- Awards Fund
- Scholarship Committee
- Scholarship Fund
- TRIO Day Celebration
- Publications Committee
- By-laws Committee
- Training Committee
- Development Committee
- Membership Committee
- Finance Committee
- Standards Committee
- Emerging Leaders Committee
- Strategic Planning Committee
- Nominations and Elections
- District Rep Meetings
- Policy Seminar
- Technology
- Post Office Box Fees
- Postage
- Miscellaneous

Board Member Responsibilities

- The President-elect (1 year term)
- chairs the Membership Committee
- Is a member of the Finance Committee
- Is a delegate to the Council for Opportunity in Education
- Is chair of any meeting of the Executive Committee at which the President is absent
- Performs other duties as assigned by the President or the Executive Committee

Board Member Responsibilities

- The President (1 year term)
- Presides at all meetings of the Association
- Serves as chairperson and presides at all meetings of the Board and the Executive Committee
- Appoints a parliamentarian and chairpersons of all standing committees
- Serves as ex-officio on all standing and ad hoc committees
- Submits an annual report and report on the status of the association at the annual conference
- Serves as a delegate to the Council for Opportunity in Education

Board Member Responsibilities

- The Immediate Past President (1 year term)
- Chairs the Nominations and Elections Committee
- Serves as a delegate to the Council for Opportunity in Education
- Performs other duties assigned by the President or the Executive Committee

Board Member Responsibilities

- Secretary
- Document the presence of Board members at all meetings of the Board or Executive Committee
- Record in “minutes” form, the actions of the Board
- Maintain the minutes in a permanent binder
- Maintain all association records (financial information notwithstanding)
- Mail notices of meetings and other communications as needed to Board members
- Perform other duties as assigned by the President or Executive Committee

Board Member Responsibilities

- **Treasurer**
- Maintain financial records in an appropriate fashion
- Provide an accurate report of the association's financial matters
- Serve as the credentialing agent of the membership committee
- Serve as a member of the finance committee
- Furnish all financial and other records to a successor
- Perform other duties as assigned by the President or Executive Committee

Board Member Responsibilities

- District Representatives (2 year term)
- Coordinates and plans all regional activities
- Establishes, coordinates, and arranges a communications network
- Represents regional concerns at Board meetings
- Follows up directives from the President
- Convenes a meeting of the State at the annual conference

Board Member Responsibilities

- Board Member At-Large
- Assists the officers of the association
- Serves on at least one standing committee, special committee, or task force
- Performs other duties as assigned by the President or the Executive Board

Typical Board Meeting Agenda

- Call the meeting to order
- Take attendance to establish a quorum
- Ask if any proxies exist
- Approval of the previous meeting's minutes
- Review of agenda
- President's Report/Officer's Reports
- Committee Reports
 - Conference Committee
 - Emerging Leaders, etc...
- Old/Unfinished business
- New business
- Announcements
- Date and place of next Board meeting
- Adjournment

Robert's Rules of Order Simplified

- At the most elementary level, Robert's Rules is a set of procedures for how a group formally makes a decision
- Based above all else on fairness
- Common sense and courtesy prevail
- Built on the principle that rights must be respected:
 - Rights of the majority
 - Rights of the minority
 - Rights of individuals
 - Rights of absentees

Robert's Rules in Action

- A member will “move” that a decision be **made** (he/she is proposing that the board go on record in favor of a certain action)
- Another member will “second” the motion, **indicating support** (this is necessary to be certain that the issue is of interest to more than one person)
- Once the motion has been made and seconded, there is “discussion” “clarification” and “debate”

Robert's Rules in Action

- When the subject has been fully discussed, there is a “vote”
- Prior to both discussion and voting, the chair or secretary should “re-state the motion” to be certain everyone knows what is being discussed and decided
- For most votes, a majority is all that's needed to approve or disapprove a motion

Robert's Rules in Action

- When any member feels that discussion has gone on long enough, he/she can “call the question” or “call the previous question” - essentially moving that debate be ended
- Either by consensus or by formal vote, the debate can continue or can end. If it ends, then a vote is taken on the main motion

Policies and Procedures Manual

- Provides an “organizational memory”
- Expands and grows each year
- Supports and complements the by-laws
- Does not serve as a substitute for them
- Provides direction for future Board members and Committee chairs
- Is now available on the web site

I leave you with this

What I spent is gone

What I kept is lost

But what I gave to charity

Will be mine forever