



ADDING VALUE TO THE ROLE OF THE PROFESSIONAL BOARD STAFF MEMBER

(Brainstorming Session)

September 27, 2007

4:30 p.m.

San Diego, California

PBSN Role & Responsibility/Leadership

- New To Your Job
 - Mentoring, Grooming, and Training for the Board Professional Staff
 - Job Descriptions, Staff Development
 - Etiquette for our type of work.
- Leadership Skills
 - How to communicate with power and influence
 - How to be assertive without being pushy
 - Leadership Development
- Getting the recognition and respect you deserve
 - How to convince supervisor this position is more than just another clerical position
 - Breaking power-robbing habits that hurt your credibility
- Unique and special things we do in our job that may be of interest to one another.
- Personal wellness/professional wellness

Record Keeping, Minute Formats & Board Packets

- Minute Writing & Recording
- Document Management
- Electronic filing of correspondence
- Communication and preparation for board meetings
- Format for Board Agendas and Board Policies
- Online board packets
- Electronic distribution of board materials

Board Responsibility/Relationship

- Board Chair, the President and Secretary – Influence & Relationship
- Continuing Education and Engagement of Trustees
- Technology for Trustees – Getting Trustees to Use the Web
- Office Technologies, Board interactions with staff, how others operate
- Board self-evaluations
- Trustees Who Micromanage

Time & Events Management/Conflict Resolution

- Time Management
- Event Management
- Managing multiple priorities, delegation to and supervision of employees, methods to improve efficiency/time saving.
 - How to juggle board/president/staff demands
 - Stress Management
 - Dealing with stress on a daily basis.
- Working Relationships
- Conflict Resolution
- How to handle a difficult President/CEO

Presidential Searches & Training

- "Training" a new President
- Role and responsibilities of executive/administrative assistants in presidential searches

Open Meetings Act & Rule of Order

- Roberts Rules of Order
- Brown Act Basic Requirements at a board meeting (Open & Public Meetings Act, California)