

## ***Trustee Effectiveness Training***

The purpose of this process is to allow trustees (including board members and elected officials) to become clear in relationship to their role as trustees in non-profit and public institutions and determine what actions, immediate and long range, they need to undertake in order to fulfill that responsibility.

I. The following is a list of frequently covered issues.

- A. How will we operate with one and other? (Loving-Kindness, Dignity, Respect, Absolute Candor and Integrity)
- B. Why does this organization exist?
- C. Should it exist?
- D. What is its unique contribution to the wellness of the planet?

# *A World That Works for Everyone*

*The Work and Commitment of The Boothby Institute*

E. Are there others doing similar work?

F. Is there duplication of service? Co-operation?

G. Policy vs. Administration

H. The Role of the Board

I. The Board's responsibility outside the boardroom

J. The role of the CEO/President/Superintendent/  
Executive Director/Priest/Pastor

K. The care and nurturing of staff and volunteers

L. The greatness and weaknesses of founders

M. The difference between being heard and being  
agreed with

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N. Budgets as policy statements, clarity, simplicity, directness

O. Money as a reality factor. Money is raised in direct correlation to the clarity and commitment of individuals on the Board of Directors regarding the purpose of the organization.

P. The role of committees; membership on Officers

Q. Governance (Process, Procedures, Election, Size of the Board)

R. Who says this can't be very enjoyable?

II. Once these basics are clear and there is alignment among the participants (the process of reaching alignment is demonstrated by dealing with actual issues), the second half of the process entails determining the following:

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- A. Where are we? What is the actual condition of the organization? Not what we wish were true, the truth.
  
- B. Where do we want to be, exactly and precisely?
  
- C. How are we going to get there, using specific, measurable objectives?
  
- D. Who needs to do what to or with whom in order for that to happen, starting with the person sitting in your chair?

## III. Completion – Next Steps

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