

Getting the best out of Trustee Boards

8 TOPS TIPS



**SMALL
CHARITY
WEEK** 17TH 22ND
JUNE
2013

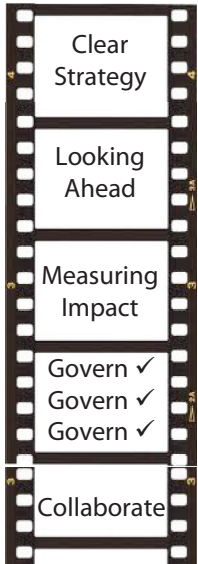
Governance Toolkit

CHOOSE WELL

We often think we need people of affluence and influence on our Board, and we do. BUT, affluence and influence are **NOT ENOUGH**. If these attributes are not backed up by wisdom, integrity and commitment to the cause they don't amount to much.

So my first TIP would be to ensure that when supporting your Chairman to secure Board Members you put **WISDOM, INTEGRITY AND COMMITMENT TO THE CAUSE** at the top of your 'must have' requirements.

BIGGER PICTURE



Trustees should keep their focus on the BIG PICTURE. To do this you have to have a clear STRATEGIC PLAN and KEEP TRUSTEES' EYES FIRMLY ON THE FUTURE (long term goals, opportunities to enhance the value of your services, plus what lies on the horizon for your beneficiaries).

Support Trustees to Govern, keeping a keen focus on protecting the assets of the charity, ensuring that the charity is operating within the law, that conflicts of interest are dealt with appropriately and that the charity is meeting its financial obligations.

Key to survival is looking for proactive collaborations with other charities and the CEO must present these opportunities to the Board for consideration.

PRIORITISE

Focus on the **IMPORTANT BUT NOT YET URGENT**.

- Stay on Mission develop a robust forward STRATEGY.
- Ensure Compliance with Charity Law and regulations.
- Ensure FINANCIAL STABILITY, sufficient funds to meet the obligations you have to beneficiaries, staff and creditors.
- ALWAYS - ALWAYS - ALWAYS ask the question 'Is this decision in the best interests of our beneficiaries'.
- Be aware of external influences THE ECONOMY, NEW TECHNOLOGIES AND SOCIAL CHANGE.

WORKING TOGETHER

Trustees have to be many things, especially in a small charity.



ADVISORS, SPECIALISTS,
FUNDRAISERS, PROVIDERS
OF CONTACTS, INFLUENCERS, NETWORKERS,
AMBASSADORS AND MUCH MORE.....

An efficient Board values their work together as a team as they achieve the charity's objectives.

- Utilize the Board's intelligence - know what they know and ask them to support.
- Get the right mix of skills, knowledge and experience on the Board.
- Trustees are the most senior fundraisers in the Charity: ensure you support them to deliver.

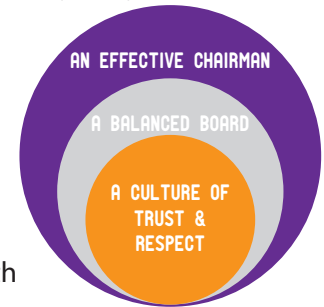
The collective skills of the Board are significant and powerful when they work together to support the Charity.

Strong effective leadership is crucial. Investment in Board Development is for the continuous improvement of the Board and is a good return on investment.

THE RIGHT ENVIRONMENT

It starts with an effective chairman who:

- Sets the tone and direction as well as ensures the Board performs well both independently and together.
- Ensures that all Board members are engaged.
- Shapes the discussions at Board Meetings to get the maximum benefit and input from the Board
- Spends individual time with Trustees to ensure continuous engagement is built.
- Facilitates Trustee's interactions with staff to ensure integration of vision, mission and values.
- Ensures that the Trustees know their boundaries.
- Develops a great relationship with the CEO or charity leader built on OPENESS AND HONESTY



PERFORMANCE



MUTUAL RESPECT

The Chairman of the Board and the CEO of the charity must work together in harmony.

- The CEO needs the authority of the Board to allow them to manage the charity
- The Trustees need the CEO to exercise leadership by building a successful staff and volunteer team.
- The CEO needs the collective wisdom of the Board to make decisions on the strategy for the charity.
- The Trustees need the support of the CEO to ensure precious Board time is used effectively.



BOARD MEETINGS THAT WORK

Meetings are crucial, the staff can't function unless the Board meet and make the decisions necessary for the charity to operate. However the staff have a responsibility to ensure that Board meetings are efficiently and effectively run and that Trustees have had time to consider all issues prior to each Trustee meeting so that they in turn can make informed decisions

Facilitate Expert Guidance (Informed Decisions)

Encourage Dialogue and Facilitate Debate

Encourage Preparation

Bundle the Routine

Dedicate Support

**CHECK OUT THE
BUILDING BETTER
BOARDS
TRAINING COURSE
FROM THE FSI.**

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