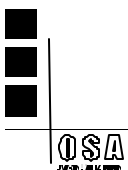




Working with Executive Boards

Tip Sheet

For more information or to schedule a workshop please contact IDEAL at 392-1655 ext. 311



- ❑ Openly **discuss goals** for the group. Regularly evaluate how the group is moving towards those goals and adjust your mission if necessary.
- ❑ Make sure everyone **knows his/her role** in the organization. Define them.
- ❑ **Be flexible** and willing to change with the changing of the guard.
- ❑ **Anticipate the questions** of your fellow executive board members. Know their hot buttons, learn their personal motivations, and use that information to manage your interaction with them.
- ❑ Know what hill you are willing to die on! **Pick your battles!**
- ❑ Create an **environment of trust** within the board so true teamwork really does happen. Make sure everyone feels like an integral part of the group.
- ❑ Always develop and improve upon your **listening skills**.
- ❑ Be willing to not only give, but also accept, **feedback**.
- ❑ **Establish parameters** with your fellow executive board members; communicate frequently.
- ❑ Determine the **kinds of communication** that work best for your group as a whole and for each individual.
- ❑ Invest time and resources to **train the board** to look to the future and help shape the direction of the organization.
- ❑ **Be consistent!**
- ❑ Understand that you are the highest and most important representatives of your organization. You must **always appear united** (even when not). As an executive board member, it is your responsibility to support the actions of the board and its decisions, even if you are not in favor of them.
- ❑ Realize that executive board members have privilege to information that the rest of the membership does not - **Respect** that!
- ❑ Remember that **you are ALWAYS a representative of your organization** and that many eyes are on you.