

Information

To: NACUA Board of Directors

From: William J. Mullooney, Secretary and Chair,
Paul L. Parsons, Staff Liaison

Date: June 2, 2008

Subject: June 2008 Report
Committee on Board Operations

Charge to Committee:

The Committee is responsible for the orientation and ongoing education of members of the Board; assessments and evaluations of Board effectiveness; and ongoing examination of NACUA's governance structure and corporate compliance.

Work Plan for FY 2007-2008:

- **Initial Orientation of New Board Members: Process and Timeline**
 - a. Early September: Prepare and distribute Orientation Handbooks.
 - b. Late September: Schedule orientation call with incoming Board members and Officers.
 - c. October: Develop agenda and materials for orientation session in November.
 - d. Monday, November 5: Orientation session scheduled.

Status: The initial orientation conference call with new Board members and Officers was held on September 26, 2007, followed by the regular orientation session on November 5 in Washington, DC.

- **Continuing Education of Board Members**
 - a. Serve as a sounding board for the CEO in the development of continuing education topics for the Board in the upcoming year.

Status: A "Finance 101" orientation session for new and continuing board members was held in November, followed by a "Finance 102" orientation by conference call in early January. A session on NACUA's collaborations with other associations was presented at the November Board meeting. A session on how NACUA assesses member needs and satisfaction, as well as a session on technology (presented by Board member Beth Cate and the President of EDUCAUSE) was presented in March.

- **Board Evaluation: Exit Interviews of Outgoing Class of Board Members**
 - a. Exit interviews of the senior class to be conducted by the CEO in Summer 2008; summary of interviews to be shared with Committee and Board in the fall.
 - b. Review results of the Summer 2007 exit interviews.
Status: The CEO delivered her summary of interviews of the most recent outgoing class of Board members to the Committee and the Board of Directors in November. One outcome was a proposed further discussion regarding the length of the Presidential ladder. The Committee on Board Operations held a conference call to discuss the ladder and presented a set of considerations regarding options for reducing the length of the ladder to the Board for its discussion in March. The Board developed two options for consideration (phasing out the position of Second Vice President, or phasing out the positions of Second Vice President and First Vice President). After the March meeting, the Board voted on each of the options, and there was by majority vote a decision to phase out both officer positions and to increase the size of the at-large classes of board members from five to six each, thereby increasing the overall size of the Board by one, from 22 to 23 members. The Board subsequently received an implementation chart that outlined the various steps involved and a timeline for the transition, as well as proposed revised bylaws to reflect the transition during the next three fiscal years, as well as revised position descriptions for the remaining officer positions of President and President Elect. Formal approval of the proposed revised bylaws and position descriptions will be considered at the June Board meeting.
- **Review of Officer and Board Member Position Descriptions**
 - a. Review existing positions and make any adjustments or revisions, as appropriate.
Status: A subcommittee of members (Sally Harwood, Christine Helwick, and William Muldowney) reviewed all officer position descriptions and made various recommendations for revisions. The revised Treasurer's position description was submitted to the Board of Directors for its consideration and approval in November, so that it could be forwarded to the Committee on Nominations & Elections this fall in preparation for this year's Call for Nominations. The remaining proposed revisions to the other officer position descriptions were approved by the Board in March.
- **Consider Implementation of Board Self-Assessment during FY 2007-2008**
Status: The Committee considered this item during its conference call in January, and recommended that the Board of Directors conduct a self-assessment during the spring, using the instrument that was developed several years ago, with results to be shared with the Committee and with the Board by June. The self-assessment was delivered to Board members in May for completion, and the results will be shared with and discussed by the Board at its meeting in June.