

**Information**

To: NACUA Board of Directors

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

Date: February 14, 2008

Subject: March 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 (to be presented by Board member Beth Cate and the President of EDUCAUSE) will be presented*

*during the Board meeting in March; a fifth continuing education session will be offered this spring.*

- **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 is now awaiting further instruction from the Board regarding this issue, which will be presented to the Board for discussion at its meeting in March.*
  
- **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 Mullooney) reviewed all officer position descriptions and made various recommendations for revisions. The 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 position of Treasurer is up for election in 2008). The remaining proposed revisions to the other officer position descriptions are presented to the Board for approval 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 recommends that the Board of Directors conduct a self-assessment using the instrument that was developed several years ago during the spring, with results shared with the Committee and with the Board by June.*