

**Information**

To: NACUA Board of Directors

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

Date: October 16, 2007

Subject: November 2007 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: Orientation Handbooks were delivered to all new Board members in early September. The initial orientation conference call with new Board members and Officers was held on September 26, 2007. The orientation session for New Board members is planned for 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 will be held in November, possibly followed by a "Finance 102" orientation in early January. The Chair of the Committee has asked Board members which additional continuing education sessions might be of interest during the remainder of this year and is in the process of compiling responses.*

- **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 has compiled a summary of interviews of the most recent outgoing class of Board members, which will be discussed by the full Committee and the Board of Directors in November.*
  
- **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) is in the process of reviewing all current officer position descriptions and will make recommendations for revisions or additions. In addition, recent past incumbents of each officer position have been asked to review these descriptions. The Treasurer's position description will be submitted to the Board of Directors for its consideration and approval in November, so that it may 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). Additional proposed revisions to the other officer position descriptions will be considered after the November meetings.*
  
- **Consider Implementation of Board Self-Assessment during FY 2007-2008**  
*Status: The Committee will consider this item prior to the March 2008 Committee meeting.*