

Executive Director Guidelines for Managing the Board of Directors

<p>1. Two-way communication</p> <ul style="list-style-type: none"> a) Know their preferred communication methods b) Listen to the Board's wants and decisions, and ask questions 	<p>2. Understand the Board's perspective and agenda</p> <ul style="list-style-type: none"> a) Align your priorities with the Board's priorities b) Think about their goals, strengths, weaknesses, aspirations, work styles, pressures, and constraints
<p>3. Don't surprise the Board</p> <ul style="list-style-type: none"> a) Good and bad surprises can backfire 	<p>4. Understand the Board's preferences</p> <ul style="list-style-type: none"> a) Use tact and diplomacy when making suggestions b) Don't assume you know what your boss expects
<p>5. Provide solutions, not problems</p> <ul style="list-style-type: none"> a) Present proposed solutions with any problem b) Help your Board face any problem with courage and innovation 	<p>6. Understand your own management style</p> <ul style="list-style-type: none"> a) Recognize your own strengths, weaknesses, goals and personal needs b) Be aware of your effect on others and their reaction to you
<p>7. Communicate often and openly</p> <ul style="list-style-type: none"> a) Keep the board apprised of trends, forces and unexpected occurrences that could call for adaptation or innovation 	<p>8. Depend on the Board's strengths and use them</p> <ul style="list-style-type: none"> a) Turn to your Board for their expertise
<p>9. Be honest and trustworthy</p> <ul style="list-style-type: none"> a) Honor commitments, project schedules, and constraints b) Be honest and forthright in all communication 	<p>10. Recognize your Board's weaknesses</p> <ul style="list-style-type: none"> a) Support the Board in their weak areas b) Look for opportunities for strengthening and developing the Board c) Be aware of their hot buttons and pet peeves
<p>11. Be loyal and committed</p> <ul style="list-style-type: none"> a) To the Board, staff, and organization b) Create a culture of "No Gossip" c) Do not favor or disregard certain board members 	<p>12. Request feedback and learn to accept it</p> <ul style="list-style-type: none"> a) Listen, discuss, and try to act on feedback b) Be honest if you disagree with feedback and provide an alternative

Board Chair Guidelines for Managing the Executive Director

<p>1. Two-way communication</p> <ul style="list-style-type: none"> a) Know their preferred communication methods b) Listen to the Executives’s wants and decisions, and ask questions 	<p>2. Understand the Executive’s perspective and agenda</p> <ul style="list-style-type: none"> a) Align your priorities with the Executive’s priorities b) Think about their goals, strengths, weaknesses, aspirations, work styles, pressures, and constraints
<p>3. Don’t surprise the Executive</p> <ul style="list-style-type: none"> a) Good and bad surprises can backfire 	<p>4. Understand the Executive’s preferences</p> <ul style="list-style-type: none"> a) Use tact and diplomacy when making suggestions b) Don’t assume the Executive understands your preferences
<p>5. Provide solutions, not problems</p> <ul style="list-style-type: none"> a) Present proposed solutions with any problem b) Help your Executive face any problem with courage and innovation 	<p>6. Understand your own management style</p> <ul style="list-style-type: none"> a) Recognize your own strengths, weaknesses, goals and personal needs b) Be aware of your effect on others and their reaction to you
<p>7. Communicate often and openly</p> <ul style="list-style-type: none"> a) Keep the Executive aware of issues on the board b) Work with the executive to meet the needs of the board members 	<p>8. Depend on the Executive’s strengths and use them</p> <ul style="list-style-type: none"> a) Turn to your Executive for their expertise
<p>9. Be honest and trustworthy</p> <ul style="list-style-type: none"> a) Honor commitments, project schedules, and constraints b) Be honest and forthright in all communication 	<p>10. Recognize your Executive’s weaknesses</p> <ul style="list-style-type: none"> a) Support the Executive in their weak areas b) Look for opportunities for strengthening and developing the Executive c) Be aware of their hot buttons and pet peeves
<p>11. Be loyal and committed</p> <ul style="list-style-type: none"> a) To the Executive, staff, and organization b) Create a culture of “No Gossip” 	<p>12. Provide feedback</p> <ul style="list-style-type: none"> a) Understand how the Executive prefers to receive feedback b) Be honest and provide constructive feedback that can be acted on