

**YALSA Board Meeting
2005 Annual Conference
Chicago, Illinois
June 23-29, 2005**

Topic: Guidelines for Board Meetings

Background: An earlier YALSA Board adopted these guidelines so that Board meetings could be run efficiently and effectively.

Action Required: For Information Only

YALSA Board Meeting Guidelines

Content YALSA Bylaws, Article I, Section The administration of the affairs of YALSA shall be vested in Board of Directors

Implications The Board sets policy it does not carry out policy The Board establishes goals, objectives and anticipated outcomes SMART objectives produce success Specific, Measurable, Active, Relevant, Timed The Board sets budget to enable goal objective attainment The Board monitors policy implementation and achievement of goals objectives

Notes

1. arrive on time and honor stated finishing times

2. direct requests for agenda items to the President, who will set the agenda in consultation with the Executive Director and the Executive Committee

3. arrive informed and prepared, or so inform the chair before the beginning of the meeting

4. initiate the initiative to solve questions and pose solutions

acknowledge the responsibility, and accountability to us, of the Executive Committee and Executive Director for policy implementation and good intentions

direct the chair of the board meeting to conclude each item with consensus statement and intended action for confirmation

affirm that the association should be focused, fast, feasible, and friendly to include those behaviors

Since is consent

we discuss ideas and issues without bringing things personally

4 we respond promptly to correspondence, including email

Adopted by the YALSA Board of Directors