

**YALSA Board of Directors  
Conference Call  
June 1, 2012**

**Topic: Guidelines for Board Meetings**

**Background: This document from the official YALSA Handbook has been provided to the Board as general background as to how YALSA Board Meetings are conducted. More information and resources regarding Board meetings can be found on the Board’s wiki under the heading “Preparing and Participating in Board Meetings.”**

**Action Required: Information**

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Guidelines for YALSA Meetings of the Board of Directors  
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**GUIDELINES FOR YALSA BOARD MEETINGS**

**Context: YALSA Bylaws, Article IV, Sec. 1: The administration of the affairs of YALSA shall be vested in a 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, Aggressive yet Achievable, Relevant, Time-based).
- The Board sets a budget to enable goal/objective attainments.
- The Board monitors policy implement

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6. We will address questions to the chair of the board meeting who may direct the question to another board or staff member.
7. We will focus on intended outcomes rather than specific details of achievement.
8. We will not engage in undue wordsmithing.
9. We acknowledge the responsibility, and accountability to us, of the Executive