YALSA Board of Directors Meeting
ALA Midwinter Meeting, Denver
January 23-28, 2009

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 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 implementation and achievement of goals/objectives.

Norms:

1. We will arrive on time and honor stated finishing times.

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

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

4. We will take the initiative to ask questions and pose solutions.

5. We will make no assumption of motivation of hidden agenda on the part of a colleague.