

**AACD Charitable Foundation
Board of Trustees
Board Guidelines & Commitments**

Guidelines

In Person Meetings:

- Be on time for the meeting
- Bring the board packet
- Engage in the conversation and the topic of discussion
- Turn off all other distractions (phone, email, internet)
- Speak up, all questions are important
- Be respectful of others and limit the conversation to one
- Read your board packet prior to the meeting so you are prepared

Conference Call:

- Be on time for the call
- Have your board packet available throughout the call
- Focus on the item being discussed
- Engage in the conversation and the topic of discussion
- Turn off all other distractions (phone, email, internet, TV)
- Be at a location that is quiet or be able to mute your phone when not speaking
- Be respectful of others and limit the conversation to one
- Read your board packet prior to the meeting so you are prepared

Conference calls:

There is usually a Board of Trustees (BOT) conference call quarterly except for the months that they meet in person.

Calls will average one hour but can vary from one call to the next.

E-mail:

The BOT receives a considerable number of e-mail messages from Executive Office personnel to keep them informed.

Content Review:

The BOT is sent agendas, financial reports, audits, planning information, and information about AACD in general, with which they are expected to be familiar.

Foundation Advocate:

BOT members are the voice and advocate for the AACD Charitable Foundation. They should be interacting with members and stakeholders.

Support:

The Foundation team and the Executive Director are available to assist and advise BOT members.

Commitments:

In Person Meetings

Annual Meeting:

- Final meeting of current BOT is usually a day or so prior to the conference
- Leadership Dinner follows first board meeting or leadership training
- Annual Business Meeting
- Second meeting with new BOT members is on Saturday at the end of the conference
- Thursday night GBAS Fundraising event
- Celebration of Excellence Gala (optional), Friday or Saturday Night

(Once on the Board; tuition is comp, hotel nights per board meeting attended and travel to board meetings is reimbursed. This would be for future meetings, not the one at which the member is elected.)

June Board Meeting:

- There is a one to three day board meeting in June to address but not limited to board orientation, strategic planning (if needed) and any additional items of business.

Midwinter:

- There is a one-two day board meeting in Chicago, late in February. This is a chance for the boards to meet jointly on any needed elements.