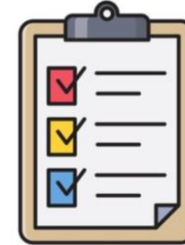


Being a Board Member Can Help Build a Better Future

Tavarus Wesley, Illinois Self-Advocacy Alliance

Speak Up and Speak Out Summit

Friday, October 6, 2023



3 Tips to Help You Before, During and After a Board Meeting

BEFORE	DURING	AFTER
<ul style="list-style-type: none">• Relax, be energized, be rested• Review meeting minutes and agenda, and any other materials• Have support to get to and/or on meetings in place	<ul style="list-style-type: none">• Be on time• Take notes• Ask questions	<ul style="list-style-type: none">• Review information said and shared at meeting• Put next meeting on calendar• Keep information in a safe/private location• Reach out if you have any questions

What Makes a Good Board Member?

- Attend all board meetings (at least try your very best to attend all board meetings).
- Focus on listening, not just participating.
- Ask questions.
- Serve as an ambassador or representative for the organization.
- Be active in learning about and helping the organization.

Board Officer Positions

- **President/Chairperson** - highest-ranking officer on the board who sets the agenda and leads the meetings.
- **Vice President or Vice Chairperson** - the second highest ranking-officer and supports the president or chairperson in performing their duties and may lead the meeting if the Vice President/Chairperson is absent.
- **Secretary** - takes meeting minutes and makes sure the members get copies of information needed for board meetings.
- **Treasurer** - oversees the money or finances such as budgets, audits, reporting, and fundraising.
- **Sergeant at Arms** - verifies meeting attendance, counts votes if votes are taken, helps make sure only one person is speaking at a time, and helps make sure that conversations follow the agenda.
- **Committee Chairperson** - responsible for leading committee meetings, communicating milestones, and keeping committee members on track.



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