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

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<tr>
<th>BEFORE</th>
<th>DURING</th>
<th>AFTER</th>
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<tbody>
<tr>
<td>• Relax, be energized, be rested</td>
<td>• Be on time</td>
<td>• Review information said and shared at meeting</td>
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<td>• Review meeting minutes and agenda, and any other materials</td>
<td>• Take notes</td>
<td>• Put next meeting on calendar</td>
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<td>• Have support to get to and/or on meetings in place</td>
<td>• Ask questions</td>
<td>• Keep information in a safe/private location</td>
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<td>• Reach out if you have any questions</td>
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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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