



Leadership

Building a Board of Directors (Revision date 1-12-2013)

In order to accomplish things that are bigger than ourselves, it requires more than us to do it. We must let go of our ego and become part of a team. We really need all the brains that we have and those we can borrow from others.

Vince Lombardi said, "*The achievements of any organization (or group) are the results of the combined effort of each individual*". Your potential is only as good as your current team.

When you build your board (your team), don't wait for a crisis to move you to action. Start building it today so you will be ready.

Things to consider while building your team:

What is my vision? Nothing much happens without knowing what your dream or vision is. What lies in your heart? What do you see as a possibility? What do you want to accomplish with your group?

You must know that you can't do this on your own.

Who is my team? You must examine who is joining you on your journey. If you only have half-hearted companions you will never be able to accomplish your vision. A great dream with a bad team is a nightmare.

What are characteristics you should look for?

- A "team" player, not a solo artist.
- Creative.
- Flexible.
- Motivated.
- Determined.
 - Offers a "talent".

Is positive, not negative.

Those who will "light" your fire, not try to put it out.

- There is only one thing more contagious than a good attitude and that is a bad attitude. Some people think it is "cool" to be negative – they think that they appear smart. Really? A negative attitude hurts everyone.
- Teachable.

With every team building you will find that perhaps some on the team don't meet up with the challenge or don't "play well with others" and they may need to be removed. We have had that happen several times.

Self-serving individuals cannot be part of your team. You will always have to devote your energy to bring them back to being focused on the vision and you don't have time for that.



Negative attitudes will ruin your team. You can't win without good athletes but you can lose with them. Good attitudes don't guarantee your success but bad attitudes will guarantee your failure. It's never the person you let go who gives you a problem, it's the one you should turn loose but you choose to keep.

Sometimes a board member can turn a winning team into a losing one, either through lack of skill or a poor attitude. Your potential is only as good as your current team.

How many do I need on my Board?

How big is your dream? The size of your dream should determine the size of your team. Remember what Mother Teresa said, "You can do what I cannot do. I can do what you cannot do. Together, we can do great things."

We have 7 on our board (it's always good to have an odd number). Each one has a distinct role to play.

Here is how we have broken down the responsibilities:

- Facilitator (me)
 - Communicates with the database.
 - Meets with other groups, leaders and organizations and reports back to the board.
 - Develops leaders.
 - Oversees the Board of Directors.
 - Lines up speakers for group meetings and radio show interviews.
 - Host of our radio show.
 - Personally corresponds with donors.
 - Creates documents, flyers, manuals, etc.
 - Oversees Committee Leaders and their group.
 - Education – Community Outreach helps with this one
 - Legislative – All help with this committee
 - Media – Media Coordinator oversees this
 - Science in Politics – All help here
- Secretary (also me)
 - Provides copies of minutes to all board members.
 - Creates the agenda for board and general session meetings.
 - Communicates with board members regarding reports, findings and/or general information pertinent to the board of directors.
- Treasurer
 - Handles deposits of monies from meetings and/or events.
 - Is responsible for writing checks to accounts payable.
 - Provides reports to the board on a monthly basis or more often when necessary.
 - Helps plan the budget.
 - Holds us to the budget.
 - Contacts facilities and vendors for events.
 - Arranges for permits.
 - Obtains the proper insurance for events or meetings.
- Outreach Coordinator
 - Liaison to the community.



- Chamber of Commerce
- Secures information for our involvement with:
 - County Fairs
 - Parades
 - Community work days.
- Builds a communication bridge with schools.
 - Adopt-a-school program.
 - Getting into schools to teach the Constitution.
- Helps to build bridges through community organizations.
 - Lyons
 - Rotary
 - Sir Optimist
- Assists in securing locations for special events.
- Liaison to the facility for our general session meetings.
- Volunteer Coordinator
 - Organizes volunteers for:
 - Large rallies
 - Booths at fairs
 - Parades
 - General Session meetings
 - Other local Tea Party groups who enlist our help.
 - Communicates with all volunteers on a regular basis.
 - Provides training needed hold their volunteer position.
 - Encourager
 - Sends thank you letter to all who volunteer.
 - Publically recognizes them when possible.
- Media Liaison
 - Works with media outlets
 - Radio
 - Newspaper
 - Provides press releases for all events and meetings.
 - Works with Media Committee Chair.
 - Provides guidance
 - Provides information
 - Builds a relationship with these outlets
 - Allows for press coverage for events.
 - Puts a human face on the Tea Party to the media
 - Works with webmaster
- Event Coordinator
 - Helps to coordinate events with:
 - Theme
 - Decoration/backdrop
 - Audio Visual coordination
 - Video coordination



- Works with speakers and musicians for large events.
- Creates needed signage and banners.
- Works with web-master
- Logistics Coordinator
 - Works with Event Coordinator
 - Secures equipment by working directly with vendors needed for events.
 - Barricades
 - Porta-pottys
 - Rental Equipment
 - Creates a “footprint” map of each event.
 - Liaison with vendors and the Board.
 - Oversees merchandise
 - Conducting inventory
 - Sets up for General Session Meetings
 - Puts out signs on the street marking meeting location.
 - Sets up tables
 - Registration and information
 - Merchandise
- Fundraising
 - EVERYONE
 - All the time!

Every board member has a clear “job description” yet we all work together as a team. No one is afraid to step out of their area of responsibility to help someone else. When one needs help, others are there to pitch in and help carry the load.

When choosing your team, look for individuals who have passion and some talent that will assist your group. Not everyone will be able to give you the same amount of time. Understand what they can give and work with them.

We also have two members “at large”. They serve a vital function but can’t commit to the number of meetings required to be a board member (attend at least $\frac{3}{4}$ of the scheduled meetings). They attend as many meetings as they can but do not have a vote. They can, however, provide insight on topics under discussion.

They are:

- Music
 - This individual is a musician and his wife is the one who sings at all of our events.
 - He has amazing insight for our large events, bus tours and general session meetings.
 - Helps secure musicians for events.
 - Arranges for the proper audio/visual equipment needed.
- Webmaster
 - Handles our web-site
 - Development
 - Keeping information current
 - Facebook



- Twitter
- Ring Central

Everything rises and falls on leadership. The single greatest way to impact an organization, group or business is to focus on leadership development. There is almost no limit to the potential of any group that recruits good people, raises them up as leaders and continually develops them.