

BOARD MEMBER TO BOARD LEADER

CENTER FOR PRACTICAL BIOETHICS BOARD RETREAT

APRIL 11, 2025



I would be interested in a leadership role on the board
in the future (score 3.67)

Why not?



Board Member to Board Leader Stories:

- Eva
- Tresia
- Steve
- Others?

Board Leadership “Training”:

- Committee Work/CPB Board Experience
- Co-Chair Committee
- Ad-Hoc Committee/Task Force Member
- Professional Experience
- Other Board Experience

Committee Chair Duties (Governance, Resource Development, Finance)

- Prep agenda and materials for Committee Mtg with JS
- Lead Committee Meeting
- Review Committee Mtg Minutes (prepped by JS)
- Report on Committee at Board Meeting
- Attend Executive Committee Meetings

Executive Committee:

- Board officers and Committee Chairs
- Meets on alternate months from Board Meeting
- Discussion and sounding group for CEO/JS
- Can exercise power and authority of Board while Board is not in session

Secretary:

- Review and sign-off Board and Executive Committee Meeting Minutes (prepped by JS)
- Signatory on some legal documents

Treasurer:

- Chair of Finance Committee
- Understand monthly and year-end finance reports and accurately convey information in those reports to Board
- Lead with CEO/JS in preparation of Annual Budget
- Lead with CEO/JS in Annual Audit process
- Works with accounting firm (Supporting Strategies) on all above

Vice-Chair:

- Potential six-year term of leadership
- ? Governance Committee, Finance Committee experience
- Perform special duties assigned by Chair
- Preside at Board Meetings or perform other duties in absence of Chair

Board Chair Job Description and Expectations:

- Provide leadership to the Board in carrying out the goals of the organization.
- Guide the Board in fulfilling its stated roles.
- Supervise committee chairpersons.
- Represent the Board in supervising the President and CEO.
- Represent the Board in important matters that affect the organization.

Board Chair (cont):

- Chair Board meetings effectively: keep the focus on issues of importance to the organization; assure adequate discussion of matters that come before the Board, but also assure that decisions are made in a timely manner; and facilitate participation of all members in Board deliberations.

Board Chair (cont):

- Utilize each Board member's time and talents effectively.
Address concerns proactively with Board members when conflict occurs.
- Develop selected Board members to assume future leadership roles in the organization.

Board Chair (cont):

- Lead Executive Committee Meetings (with the officers) and participate as a core element of the nominating committee
- Lead the Board in the enhancement of the organization's image in the community

Board Chair Other:

- Scheduled zoom meeting to prep Board and Executive Committee Meeting agendas and materials with CEO/JS
- PRN calls with CEO/JS to discuss other special issues or potential concerns
- Ex officio member of all board committees and task forces
- Appoint board committees and board chairs



Discussion/Questions?