

2022 GOVERNANCE PLAN

Committee Meeting: Third Tuesday of the scheduled month.

Time: 12:00 pm

Dates: January 18, April 19, July 19, and October 18

BYLAWS AND OPERATIONS MANUAL

OPERATIONS MANUAL

Review chapters as needed.

ONGOING

Any suggested changes will be presented to the full board at the next scheduled meeting for approval.

Send updated copy to board and post on website

REVIEW BYLAWS

The bylaws will be reviewed in January.

JANUARY

Any changes must be approved by the full board and submitted to a vote of the membership prior to change.

BOARD DEVELOPMENT

BOARD RECRUITMENT AND ELECTIONS

RECRUITMENT

Update board recruitment material

APRIL

Send to members

JUNE

ZONE REPRESENTATIVE AND ALTERNATE ELECTIONS

Notify odd/even zones of upcoming elections and ask for nominations.

JUNE

Election & appointment.

JULY/AUGUST

New board members and alternates will be seated at the September meeting.

SEPTEMBER

OFFICER ELECTIONS

Request officer nominations (30 days prior to annual board meeting) (send request to all board members) SEPTEMBER

Nominations are due beginning of October (20 days prior to the election) and ballots will be sent out. OCTOBER

Absentee ballots are due before the October face to face meeting (one week prior to the election).

All other ballots will be cast during the October face to face meeting.

OCTOBER

NEW BOARD MEMBER ORIENTATION

REVIEW AND UPDATE ORIENTATION MATERIAL

JULY

Board orientation material should be updated when changes are made to the bylaws or operations manual. Orientation material will be reviewed each July.

PROVIDE ONBOARDING FOR NEW MEMBER

ONE WEEK AFTER ELECTED/SELECTED

A welcome letter with the following materials will be sent to each new board member: operations manual, board directory, board packet with code of conduct, operations calendar, committee information, board contract.

CONDUCT ORIENTATION TRAINING

ONGOING

A general orientation training will be held one month following new board members being seated.

New members will select at least 2 committees to serve on at this time

PROVIDE FOLLOW UP CONTACT

ONGOING

Contact will be made via phone, email or face to face with each new board member to see if they need additional support. (Two months and six months following orientation)

BOARD TRAINING

DEVELOP AN ANNUAL BOARD TRAINING AGENDA

OCTOBER

Plan for 3 trainings during the year at face to face meetings (ex: Governance, Communication/work styles, Marketing)

MARCH/JUNE/OCTOBER

PROVIDE ARTICLES FOR BOARD DEVELOPMENT

MONTHLY

MCS will source articles/topics and plan out for the following year

DECEMBER

PROVIDE TEAM BUILDING ACTIVITIES AT EACH FACE TO FACE MEETING

MARCH/JUNE/OCTOBER

Plan in JAN, APRIL, AUG

OPERATIONS BINDER

DECEMBER

Update Board Operations Binder that includes the Operations Manual, Committee Plans, Administrative Calendar, Committee Assignments, Strategic Plan, and Board Directory. Send updated material to board members.

EVALUATION

BOARD SELF ASSESSMENT

Determine the assessment process

JANUARY

Review and update the tool

JANUARY

Send to board for completion

FEBRUARY

Present to the full board and develop a board improvement plan

MARCH

MEMBERSHIP SERVICE SURVEY (GRANTEE)

Determine incentives and methods of collection, schedule exact dates in calendar

MARCH

Review and update Director and Staff surveys

APRIL

Send to membership for completion and collect at conference, and 2 reminders

JUNE

Committee review results

JULY

Present results to the full board for discussion

AUGUST

Send Thank You, List winner in newsletter

AUGUST

MCS EVALUATION

Review and update

APRIL

Conduct evaluation

JUNE

CORPORATE AND ASSOCIATE MEMBER SATISFACTION SURVEYS

Conduct surveys

OCTOBER

Present to the Membership Committee for suggested changes to membership benefits.

NOVEMBER

Present to the full board

DECEMBER