



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CREATE REGULAR OPPORTUNITIES FOR BOARD EDUCATION

*"One of the most important responsibilities of a board is to ensure that it continuously adds qualified new members and keeps them engaged. Board building should not just happen when it is time to fill a vacancy; it should be an ongoing process with year-round activities." (Board Source)*

Since educating the Board is an ongoing process we have included a list of topics and resources to aid you in providing meaningful education for your YMCA Board. Topics are divided into 10 areas of focus. A calendar is also provided to illustrate how you might build topics into your board agenda year around.

Topics of a strategic nature may take a considerable amount of discussion time. Other topics are meant to be short education opportunities to assist in ongoing board development.

### SAMPLE TOPICS FOR BOARD EDUCATION

#### The Impact the Y is Making

- Testimonials from participants
- Share the Y's community benefit report
- Provide an update on strategic plan progress

#### Ensure Legal and Ethical Integrity

- Review the IRS Form 990
- Review the conflict of interest policy
- Review Y-USA membership standards and the Ys certification status
- Board legal duties
- Review/Change By-Laws

#### Financial Development

- Fundraising techniques
- New budget review
- Starting and endowment

#### Understanding Your Finances

- Annual audit review
- Cost study
- Reading financial statements
- Shared services

#### What's Happening Around the World

- Local world service efforts
- YMCA of the USA International

#### History Of The YMCA

- The history of the YMCA in the USA
- History of your local YMCA

#### Trends – What's Happening Around Us?

- National trends
- Community demographics
- Community trends
- Seer study
- Field trips to other YMCA's

#### Building Strong Committees

- Developing annual chart of work

#### What's Happening at Our YMCA

- New program offered by the local Y
- Program reports by department

#### Board Development

- Governance workshop
- Board building cycle
- Strategic board growth, diversity

## Sample Board Education Calendar

Board Meeting	Objective	Agenda Topic
January	Board members reflect on their service and recommit to fulfilling the agreed upon expectations	Review and discuss board expectations/ ask each board member to sign recommitment form
February	Board members understand the many tangible and intangible ways the Y benefits the community	Review prior year community benefit analysis
March	Board members understand how the Y is responding to societal needs and its place within the larger Y movement	Review national and local trends
April	Board members know what it means to be a cause driven organization	Facilitate a discussion of the nine characteristics of cause driven organizations
May	Reinforce the board's fiduciary oversight responsibilities	Review the Ys IRS Form 990 filing
June	Board members gain an appreciation and understanding of the history of the Y...both locally and as a movement	Play Y history trivia using national and local historical facts
July	Board members understand the impact the Y experience has on people	Share testimonials from members or have someone attend the board meeting to tell their story
August	Board members are abreast of the latest program developments at the Y	Have program directors report on new program developments and/or enhancements
September	Refresh board members understanding of the moral, legal and ethical responsibilities of non-profit boards	Review the 10 basic responsibilities of nonprofit boards
October	Board members understand and are able to work in all 3 modes of governance: fiduciary, strategic and generative	Provide an overview of the 3 modes of governance and examples of how each is used.
November	Board members understand Y-USA membership requirements and the Ys standing within the movement	Share the Ys annual certification letter from Y-USA and explain the requirements of maintaining "member" certification
December	Celebrate board service and make board members feel appreciated	Have a mock awards ceremony to recognize board members for the different ways they have contributed to the Y's success