



AMERICAN ASSOCIATION OF
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KEYS TO BEING AN EFFECTIVE BOARD MEMBER

Here are a few things you can do as a new volunteer board member:

1. Understand your role, including general responsibilities and specific duties.
2. Be knowledgeable about the association, its history, its mission and its goals.
3. Remember that you are responsible to the needs of association members.
4. Communicate openly and honestly with other board members, volunteers, members and staff.
5. Be committed to the job; be sure you have the time, support and funds to participate and contribute in a meaningful way.
6. Keep association goals ahead of all others.
7. Be enthusiastic about the association and your role in guiding it.
8. Focus on long-term issues rather than administrative details. The details are better left to your staff.
9. Bring creativity and vision to your role as a volunteer leader.
10. Listen to and consider the opinions of others; be open minded.
11. View your headquarters staff as a valuable resource for suggestions and advice.
12. Be realistic about the goals and accomplishments of your organization.
13. Respect the authority and responsibility delegated to committees, other volunteers and staff.
14. Comment, criticize constructively and disagree. These are signs of a healthy, productive board.

And a few don'ts:

1. Don't bring a hidden or personal agenda to your term as a board member.
2. Don't personalize situations; focus on issues, not personalities.
3. Don't pontificate.
4. Don't bring your ego to board activities.