

2015 Illinois Conference on Volunteer Administration (ICOVA).

Memo to Board Members: Don't Leave (All the) Driving to Us
(presented by Joseph L. Langenderfer, Executive Director, Catholic Education Foundation, Joliet)

Thursday, August 13, 2015

Outline

I. Tools to Implement Board Off-Site Meeting –

- Recruit board members to help organize event
- Identify event discussion topics (immediate needs and short-term goals of agency)
- Conclude with specific Summary Report & Action Items **(Appendix #1)**
- Determine responsibility for implementing action items (staff, board officer, specific committee, temporary task force)

II. Audience Participation

(EACH PARTICIPANT identifies top 3 development issues requiring help to do their job efficiently and effectively)

III. Board Committees to Address Your Development Issues

- List possible committees **(Appendix #2)**
- Note general purpose of each committee/task force
- Begin to formulate specific duties, responsibilities
- Create a Flow Chart for this organization of volunteers **(Appendix #3)**

IV. Q & A