

BEST PRACTICES for Local Association Governance



This is a guide for Local Association Boards regarding basic controls to put in place for effective governance practices. The purpose of this guide is to raise issues for your consideration, but you should make sure you engage and consult appropriate legal and tax counsel to help you make the proper decisions to put you in the proper place relative to compliance.

Board Size

Refer to local association bylaws to determine the criteria for board size and scope. Goal should be to have a productive, engaged Board to accomplish the goals of the board and the members.

Big I New York Regional Directors

Put Big I New York Regional Director(s) on your email list and invite them to attend your Board meetings and events.

Committees

Determine what committees are needed to get the work done, i.e.: Executive, Programs, Nominating, Legislative, Internal Audit, etc. Make sure committees are functioning as per the bylaws and policy of the association.

Board Meeting Minutes and Agendas

Distribute meeting notice and agenda in advance of the meeting. Designate someone to be responsible for recording minutes and distribution to Directors. Make sure you keep an official copy of the minutes in compliance with your record retention policy, but a minimum of seven years.