



# IAAND Board of Directors/Leadership Team Orientation

## BOD/LT Meetings/Teleconferences



1

### This presentation answers!

How do we track our progress on activities throughout the year?

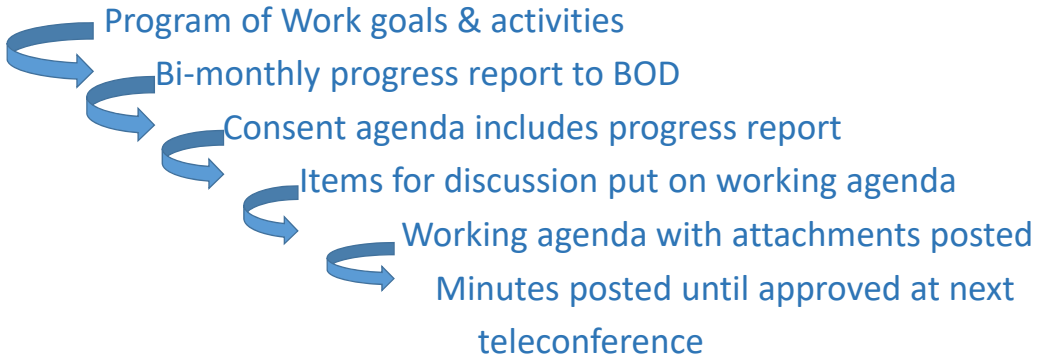
How do items get included in Agenda for discussion/input or decisions?

When does the BOD need to provide input or make decisions?  
(Consent vs Working Agenda or use of Discussion Thread & Polls?)



2

# Meeting/Teleconference Business



3

# Bi-Monthly Progress Report

Testing new form this year

- Each Program of Work Goals have been inserted into Excel Report ease in tracking

<https://docs.google.com/spreadsheets/d/1h2rVH5H8fZRu6YMIhvm2CYeuWOYzfMpdGhwtTIWts/edit#gid=0>

Commities/Goals/Tactics	June	July	August
Professional Development Committee			
Promote professional development opportunities and resources for AAND students			
Student co-chairs to promote free \$500 student education stipend. DUE Oct/Nov and March/April			
Reach more students through social media by updating Facebook posts on a regular basis. Look into development of Instagram account. DUE ongoing throughout the year			
Develop a student section on the website - pull together content and work with webmaster to develop. DUE by end of fiscal year			
Develop and implement an annual webinar schedule based on member needs.			
Analyze survey results of webinar topics to select topics and identify potential speakers. DUE ongoing throughout the year			
Evaluate webinars via follow up emails the CEU request form (NOTE FOR CARRIE - check that CEU form is finished, add in list of follow up, and insert into follow up			



4

## How is Agenda Created?

- President and Secretary agree on template for meeting agenda at beginning of year
- Secretary posts call for BOD reports
- Secretary gathers all BOD reports into consent agenda
- Secretary takes items identified as needing BOD input or decision and creates draft agenda to forward to President and Executive Director for approval or revisions (e.g. add other items and re-organize).
- If there are too many items to fit within the hour, then President identifies items that can be moved to on-line discussion instead of live discussion within teleconference or meeting



5

## Your Responsibility to Review Consent and Working Agenda

Secretary will post agenda and attachments in Meeting folder in IAAND Portal Leadership Community

Consent Agenda is summary of activities that do NOT require discussion but are important information about progress toward Program of Work Goals.

Review Consent Agenda to determine if you have questions.

If you do, then request that item be removed from Consent Agenda and placed on Working Agenda to discuss.

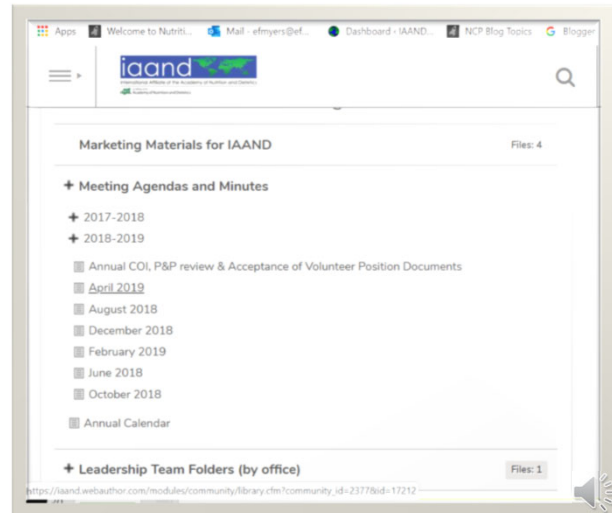
If you are unable to attend meeting then review agendas and as appropriate add your input in Discussion topic on the IAAND Portal



6

## IAAND Meeting Portal Folder

- Go To IAAND Portal
- <https://iaand.webauthor.com/>
- Leadership Community
- Library
- Topics
- Meeting Agendas and Minutes
  - FY Year
  - Month/year Folder



7

## Purpose of Consent vs Working Agenda

The purpose of the consent agenda is to share information about progress or barriers with other BOD/LT members. This information does not require discussion or input, however is important to be shared.

The Working Agenda is for making decisions and providing direction

### Examples of Consent Agenda items

- Activities/progress toward goals on approved projects or goals in Program of Work
- Metrics showing usage
- Summary of routine activities

### Examples of items for Working Agenda

- Decisions on funding
- Approval of sponsorship ideas/agreement
- Approval of nominations, appointments, and awards
- Input on desired direction of new projects/ideas
- When help is needed to overcome barriers to progress

8

## What if you need input or decisión between teleconferences/meetings

Dialogue can be started in Leadership Team Community  
(See list of thread topics)

- Use dialogue to get input
- Use dialogue to judge the level of support for an idea

Motions can be made, seconded, and discussion can occur in either Leadership Team Community or BOD Community

Polls to vote on motions are be posted in the BOD Portal

- Secretary usually manages motions and polls and ensures that they are documented in the minutes.



9

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10



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