



Board Member Expectations and Agreement

This is a portion of the Chapter Policies Manual, adopted 9/9/2016 and revised 2/3/2017.

Respectful, honest, courageous communication

Aligned collaborative action

Big thinking

Highly accountable

1. The Chapter will operate in an environment of transparency and accountability. Accountability to commitments by volunteers and staff is crucial.
2. The Chapter Board will conduct its affairs professionally. Board members are expected to communicate openly, in a collegial and collaborative manner, in meetings and in all communications. Board members are expected to voice their concerns and ideas in meetings.
3. Board members are expected to read and consider Board meeting materials distributed ahead of time.
4. In addition to the duties outlined in the Chapter Bylaws, the responsibilities and terms of office for NSA Colorado elected Officers are as follows.

All Board members are expected to:

- a. Attend as many programs as possible during their two-year term of office
- b. Submit and manage their income and expense portions of the Chapter budget
- c. Forward the names and addresses of prospective members and sponsors to the Chapter VP of Membership or Sponsorship Chair
- d. Identify and develop potential Chapter volunteer leaders for succession planning purposes
- e. Implement the action steps identified in the strategic plan and any other responsibilities agreed upon by the Board
- f. Submit status/activity reports to the Board for Chapter Board meetings
- g. Represent the best interest of the Chapter and the speaking industry at all times in accord with the Bylaws, Policies, Code of Ethics and ongoing requirements of NSA and NSA-Colorado
- h. Represent the Board with “one voice” outside of Board meetings



Board Member Conflict of Interest Form

The Conflict of Interest Policy of NSA-Colorado requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy. In addition, the Policy requires that you annually disclose (1) your affiliations with any organization with which NSA-Colorado may have a financial relationship, and (2) persons with whom you have a close relationship (such as a family member, business partner, or friend) who are affiliated with any organization with which NSA-Colorado may have a financial or business relationship.

Your signature below indicates your affirmation as described above. Please disclose, in addition, any applicable affiliations known to you.

Please return this Statement to the Executive Director of NSA-Colorado by September 1.

Business/Organization	Nature of Relationship	Dates of Relationship

Print Name: _____

Signed: _____

Date: _____



Strategic Decision-Making Form

1. What is the idea? _____

2. Why should we do this? What is the goal? How does this serve our mission or move us forward? _____

3. Who is the idea for? Who does it serve? _____
4. What resources will it require?:
 - Financial _____
 - Technology _____
 - Staff _____
 - Volunteer _____
5. How would it be implemented? _____

6. Who would be the champion? _____
7. Who else do we need to make this happen? _____
8. How does this affect our members and guests? _____

9. How does this affect other initiatives? If we do this, what should we stop doing? _____

10. What are the potential drawbacks, short- and long-term? _____

11. What does success look like? How will we recognize it? _____

12. If successful, how would we sustain this over the long term? _____

13. Would a change to the Bylaws or policies be required to implement this idea? _____