



## **BOARD GOVERNANCE**

### 1. Mission

- Defines the purpose of the association
- ii. Guides the long-term direction

### 2. Values

 What core values the association represents and guides them during the decision making process

### 3. Bylaws

- i. Instructions for achieving association goals
- ii. How the board will operate

### 4. Policies and Procedures

- i. The directions to carrying out your bylaws
- ii. Directions on how the association will conduct their daily business



## **BYLAW BEST PRACTICES**

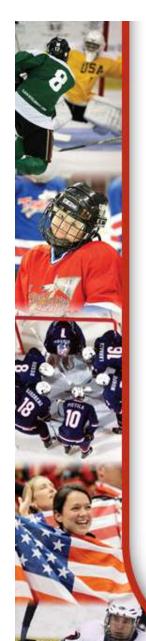
- Follow the provisions in your bylaws
  - Strengthens how your board operates
- Make sure the bylaws are compliant with your state's nonprofit corporation laws
  - ex:
    - Electronic voting
    - Using a proxy vote
- Make sure bylaws match the Affiliate regulations
- Eliminate the "What If's"
  - ex: Provision of removing a board member, but nothing on how to fill the vacancy
- Post the bylaws on your website



## **BASIC RESPONSIBILITIES**

- 1. Determine mission and purposes, and advocate for them
- 2. Select the chief executive
- 3. Support and evaluate the chief executive
- 4. Ensure effective planning
- 5. Ensure adequate financial resources
- 6. Protect assets and provide financial oversight
- 7. Monitor and strengthen the programs and services
- 8. Enhance the organization's public standing
- 9. Ensure legal and ethical integrity
- 10. Build a competent board

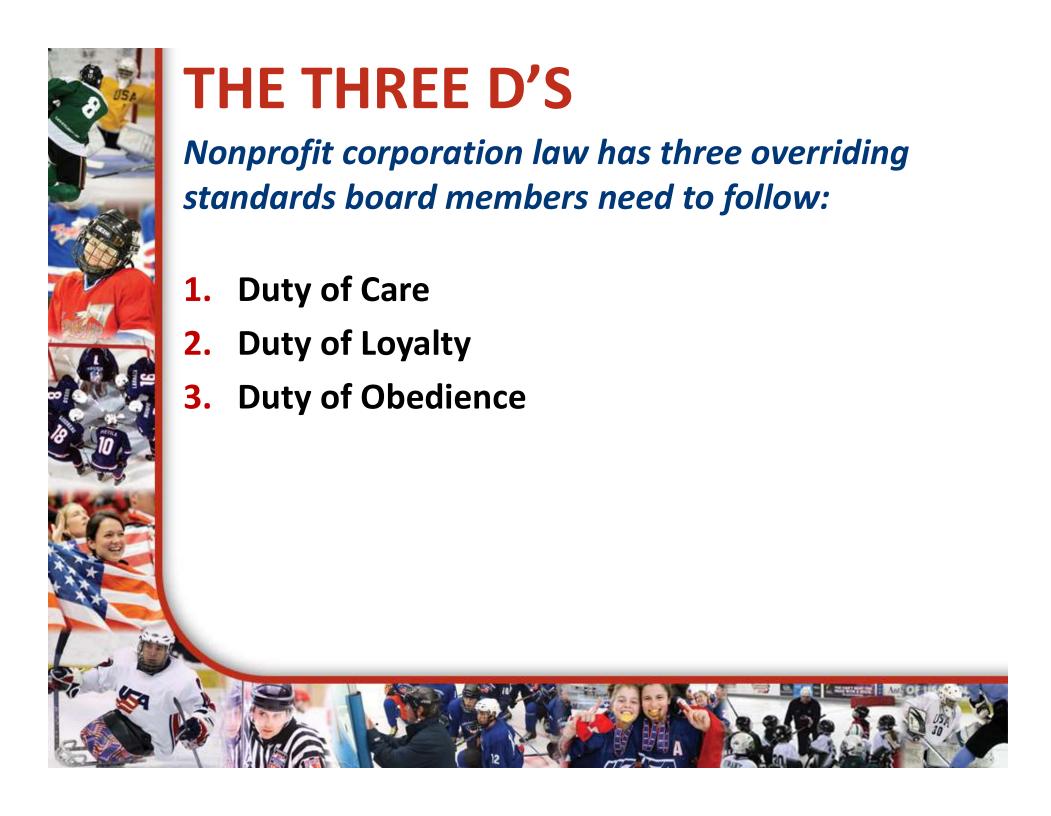
-BoardSource: Basic Responsibilities of Nonprofit Boards 800.883.6262 / www.boardsource.org



# **SERVING ON A BOARD**

### **Youth Hockey Association Board**

- Protect the association and it's members
- Ensure that the organization stays focused on its mission
- Follow the organization's governing documents and procedures
- Establish long-term goals
- Ensure that the board operates in the best interest of the association





## **DUTY OF CARE**

Utilize your reasonable and informed judgment when making decisions that impact the association

- Be an active participant
- Use diligence with oversight when making, understanding and evaluating decisions
- Act in good faith
- Review meeting minutes
- Have a working knowledge of bylaws, policies and procedures
- Be fiscally responsible
- Utilize qualified experts when needed
- Know the benefits provided to USA Hockey associations



Prioritize the organization's best interest when making decisions—put aside professional and personal interests

- Prioritize the best interests of the association
- Utilize conflict of interest forms and take precautions when a conflict arises
- Don't use information obtained from your role for personal gain
- Association assets should never be utilized to improperly benefit another organization



## **DUTY OF OBEDIENCE**

Follow association's mission statement and governing documents when making decisions. Additionally, have the association operate within the scope of the law.

- Build trust that the association is being fiscally responsible
- Board members must act when the organization is acting in an illegal manner
- Abide by the rules of USA Hockey and the local governing Affiliate
- Comply with federal and state regulatory / reporting requirements
- Act consistently with the association's mission statement



# **IMPORTANT DOCUMENTS**

### Conflict of Interest

- Conflicts arise when organizational obligations are compromised by personal relationships and interests
- Conflict of Interest form adds clarity to what discussions and votes board members should participate

### Whistleblower Policy

- Encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies
- Specifies that the youth hockey association will protect the person from retaliation
- Identifies where such information can be reported



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