



Best Practices for Governance & Working With the Board

2023 SAIS Institute for Administrative Assistants

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Onboarding & Board Manual (Portal)

- Members list
- Mission and Vision Statements
- Brief History
- Organizational Chart (Structure)
- Bylaws and Policies
- Faculty/Staff Handbook

Communication

- Board and Committee Meeting Calendar

- Meeting Agenda/Minutes and Timely Distribution
- Board Portal
- Relationship with Board Member's Professional Administrative Assistants

The Meeting

- Communicate time and place
- Hospitality
- Room setup

Confidentiality

- Set Expectations Early
- Access to Information
- Influence
- Board Member's Assistants
- Conflict of Interest Disclosure

Administrative Assistants "The Reality"

- Who comes first? The HOS or the Chair?
- Who can request work/support?
- Hourly vs. Salary
- Board Members Donate Their Time
- Grace and Backbone

