



The Admin in the Boardroom: Expectations and Responsibilities

Lisa Olsen, MS, CWCA
Admin to Admin
Salt Lake City

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Stepping into the Role of Board Coordinator

What's Expected?

- Professionalism
- Decorum
- Organizational skills
- Understanding of Board meeting protocols/legalities
- Expertise in minute taking

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Responsibilities

- Maintain organized and detailed files.
- Effective best practices to ensure a streamlined planning process.
- Preparation of agendas and board packets.
- Attendance at Board meetings.
- Logistics for Board meetings.
- Board member liaison / ambassador.
- Communication with Board members.
- Maintenance of Board portal updates.
- Completion of meeting minutes.



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Best Practices

- Do your homework / understand your Board.
- Create a master planning document:
 - *Yearly meeting dates*
 - *Agenda schedule*
 - *Submission deadlines*



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Best Practices

- Create a detailed planning schedule document with weekly tasks.
- Create and maintain a master contact list for Board members **and** their assistants.
- Learn voting protocols (or Robert's Rules of Order if necessary).
- Learn your Board portal inside and out.
(Board Effect, Diligent, BoardMaps, Boardvantage, Sharepoint)
- Be prepared! (Virtual or in person). Expect the unexpected.
- Take a minute-taking class if necessary.

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- Be visible and professional.
- Understand the value you bring to the role.
- Use diplomacy and decorum.
- Have a back-up or assistant coordinator.



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Some Extra Tips / Lessons Learned

- Confirm catering the day before.
- Ensure you have a voting quorum prior to the meeting.
- Prepare an “emergency” bag with the following:
 - Extra batteries (for remotes, clickers, etc.)
 - Tylenol
 - Extra pens/pads of paper
 - Extra laptop cords
 - Bulb for overhead projector
 - Hard copies of the Board meeting agenda
 - IT tech contact information
 - Board seating chart

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Being exposed to Board meeting protocols, procedures, and practices is a valuable opportunity for any assistant. Step into it with confidence!



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Thank you! The Admin in the Boardroom

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