



# BAY AGING BOARD GOVERNANCE

## Golden Rules for Board Directors

1. Leave the actual management of the organization to the President. It is the President's responsibility to employ the staff and supervise day-to-day operations.
2. After a policy or rule is adopted by the majority vote of the Governing Board, do not criticize or "revoice" your opposition publicly.
3. Respect confidential information. Do not divulge information regarding future board actions or plans until such action is officially taken.
4. Observe publicity and information policies of the Governing Board and the organization. Do not give information individually but refer requests to the President or appropriate representative to interpret policies.
5. Treat staff members and the President in an objective manner. Under no circumstances listen to grievances of staff members or treat individual problems on your own. The President is in charge of the staff and has administrative control up to the point where a grievance is presented to the Governing Board as a whole.
6. Do not suggest hiring a relative as an organization employee or two members of the same family.
7. All rules and policies directed to the President must be approved by a quorum of the Board at a regular meeting. Even the Board Chair should abide by this rule.
8. Do not hold Board Meetings without the President or the President's designee.
9. Complaints from the public are the President's responsibility. Continued dissatisfaction and problems should be taken up at the Board Meeting only if policy revision is necessary or legal ramifications are involved.
10. Assume your full responsibility as a Board Director. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.