

## Bite Size Pieces

Learning Topic: Key Roles of Board Members - Module Four

**1. Recommended Pre-requisite(s)** – Roles and Responsibilities BSP Modules one, two and three

### **2. Learning Objective**

Understand the key roles of a board member at your clinic

This session helps board members refresh their understanding of the role they play in the governance of the clinic. It is built around a sample job description and short exercise and is intended to be discussion-based.

Note – Has your board already completed the Roles and Responsibilities BSP module one through three? If not, you can download them from the BSWG website at [www.onboardlegalclinics.org](http://www.onboardlegalclinics.org)

### **3. Content Covered**

Roles and Responsibilities of Board Members

### **4. Learning Outline**

Before the session, prepare a number of 3 x 5 'cards' by writing each one of the duties listed on the 'Sample Duties of a Board Member' page (one duty per card). Make sure each card has only one area of responsibility taken from the list on it. Do not indicate on the card whether or not it is under the 'YES' or 'NO' column.

Prepare and post two flip chart pages:

YES –this is a part of our job

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NO – this is not a part of our job

Handout the 'cards' to the board members. Ask board members to consider the duties listed on the cards and then place each under one of two lists on the wall or on the table. (5 minutes)

Once all of the cards are placed, ask board members to review them to see if they agree with the placement. Discuss (5 minutes)

Re-arrange the cards based on the consensus of the group. (5 minutes)

Agree to bring this list back to the next board meeting to review against your clinic's current board member job description (if one is in place) and the sample Board Member Job Description provided in module #5.

Option – If your board has an existing board member job description, create cards with duties talked from your actual job description if these duties aren't already covered on the list provided.

Option – If space is limited, you can prepare two pieces of construction paper with the 'YES' and 'NO' descriptions and place these on the table to use in the exercise.

## **5. Equipment and Materials Needed**

3X5 index cards

Sample Roles of a Board Member (page 6-7)

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Copies of your clinic's board member job description (if in place)

Flip chart and markers

Masking tape

Sample 'Board Member Job Description' as provided on the onboardlegalclinics website (optional – see 'note' below)

Note – The sample Board Member Job Description that will be used in Module Five can be found on the website [www.onboardlegalclinics.org](http://www.onboardlegalclinics.org) on the 'Board Tools' page, under 'Board Help'. You may want to review this document when preparing for this module.

## **6. Timeframe**

15 minutes

## **7. Facilitator Notes**

Note – Use this section to make your own notes about the session. Be sure to share anything of an evaluative nature when the session is over.

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### **8. Results/Evaluation**

Please make enough copies of the Evaluation form (page 8-9) and have each participant complete and hand in to you at the end of the session

Note – Evaluation is an important part of our training success! Please ask all participants to complete an evaluation form.

### **9. Next Steps**

Consider adding another Bite Size Piece module to your next agenda.

Ask a volunteer to lead the next session

Encourage all board members to visit:  
[www.onboardlegalclinics.org](http://www.onboardlegalclinics.org) to sign up for automatic updates on board learning and development

Tip – why not download the ‘Bite Size Pieces Board Training Grid’, which your board can use to track what training has been covered and who has been a session leader?

Learning Topic – Roles and Responsibilities – Module Four  
Index Cards – Sample Roles of a Board Member

**YES**

PROVIDE DIRECTION TO THE EXECUTIVE DIRECTOR

PREPARE THE STRATEGIC PLAN

READ AND UNDERSTAND FINANCIAL STATEMENTS

ATTEND BOARD MEETINGS REGULARLY

BE A MEMBER OF AT LEAST ONE COMMITTEE

ATTEND THE ANNUAL GENERAL MEETING

REVIEW AND APPROVE BYLAW AMENDMENTS

BE ACCOUNTABLE TO MEMBERS AND THE  
COMMUNITY

MONITOR THE PERFORMANCE OF THE CLINIC

CONDUCT AN ANNUAL PERFORMANCE REVIEW OF  
THE ED

WORK AS A TEAM MEMBER

MAKE YOUR EXPERTISE AVAILABLE TO THE CLINIC

SUPPORT BOARD DECISIONS

Learning Topic – Roles and Responsibilities – Module Four  
Index Cards – Sample Roles of a Board Member

**NO**

PROVIDE DIRECTION TO THE STAFF

BE A SPOKESPERSON FOR THE CLINIC

PREPARE THE OPERATING BUDGET

ATTEND STAFF MEETINGS REGULARLY

WRITE BYLAWS, RESOLUTIONS AND CODES

CONDUCT ANNUAL PERFORMANCE REVIEWS OF  
STAFF

VISIT THE CLINIC REGULARLY

HIRE AND FIRE STAFF

DEAL WITH EMPLOYEE COMPLAINTS

MEET WITH CLIENTS TO GET THEIR VIEW OF THE  
SERVICE PROVIDED

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## Evaluation

Name of Clinic:

Module Name: Key Roles of Board Members

Date:

Module Number: Four

### About this Module

(To be completed by all participants and the session leader)

This material contributed to a better understanding of the topic

Disagree          Neutral          Agree          Strongly Agree

The Content was relevant

Disagree          Neutral          Agree          Strongly Agree

The content was organized and easy to follow

Disagree          Neutral          Agree          Strongly Agree

The time spent on this module was worth it

Disagree          Neutral          Agree          Strongly Agree

For an introductory session, the level of the content material was:

Too Advanced          Just Right          Too Basic

This module could be improved by:

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### Evaluation

#### About Bite Size Pieces Training

(To be completed by all participants and the session leader)

This is an easy and cost-effective way to learn

Disagree      Neutral      Agree      Strongly Agree

I like making learning a board agenda topic

Disagree      Neutral      Agree      Strongly Agree

Everyone on the board should take a turn at leading a session

Disagree      Neutral      Agree      Strongly Agree

#### About the Bite Size Pieces Facilitation

(To be completed by the session leader)

I found the facilitation notes and material easy to follow

Disagree      Neutral      Agree      Strongly Agree

I enjoyed my role as session leader

Disagree      Neutral      Agree      Strongly Agree

**Session Leader.** Please provide a copy of this evaluation form to each participant and ask that it be completed and returned to you at the end of the session.

Tabulate all results on a separate sheet and fax to the BSWG at: 1-866-674-6714. You can also send an email of the results to: [contact@onboardlegalclinics.org](mailto:contact@onboardlegalclinics.org)