

Chapter Retreats & Orientation for New Board Members: Strategies for Success

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Greater Baltimore Chapter of Oncology Nurses
2017 Leadership Weekend

Disclosures

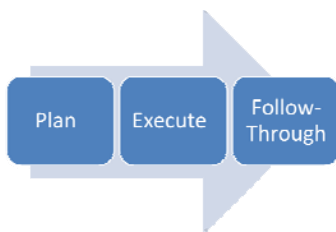
- I have no disclosures.

Fun/Enjoy Each Other

- Set time for social gathering
- Have food
- Spend time before the meeting to catch up

- Shared Passion
 - Who we serve
 - Personally passionate about
 - Common stories that share our passion
- Shared Promise
 - What we promise to the community
 - What are we best at
 - What are we commitment too
- Shared Principle
 - What is unique about our work
 - What beliefs do we share
 - How are we living up to our principles

• <https://creationincommon.com/idea-for-next-board-retreat-help-your-board-find-their-voice/>



Think About Your Organization

- Three greatest strengths-- How to maximize these strengths
- Three weaknesses-- How to minimize or eliminate these weaknesses
- Three greatest opportunities – How to capitalize on these



Your Chapter

• <http://www.trusteamag.com/articles/929-how-to-maximize-board-retreat-success>

Retreat Suggestions

- Structure / Set the tone
- Plan ahead
- Manage time
- Set goals
- Allow for any late-breaking news
- Pre-work
- Committee members report
- Ensure you have a quorum
- Outcomes in mind

Retreat Suggestions

- Forward thinking
- Outside the box
- Fun/Enjoy each other
- Learn from each other
- Stimulate each other
- Large group may need to break out

Forward Thinking/Outside of the Box

- Look beyond your membership
- What other disciplines can help you
- Use your resources
- Think strategically

Strategic thinkers are able to:

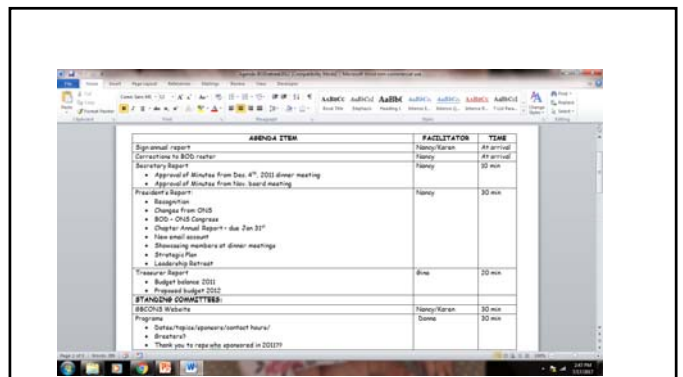
- **Anticipate change**
Identify threats and opportunities to the organization and be proactive and realistic in addressing them.
- **Challenge assumptions**
Evaluate the status quo and, where it's appropriate, to embrace it, fine-tune it, or reject it and propose something new.
- **Interpret the environment**
Awareness of stagnation or change. What are the emerging needs?
- **Make tough, timely decision**
Know that decisions must be made at the right moment and for the right purpose.
- **Align stakeholders**
Find common ground with everyone involved with the organization and help them prepare for change.
- **Look for lessons learned**
Honestly reflect on own actions and decisions in order to become better at the next one.

Berry, C. Strategic Thinking: A Nurse's Skill
<http://oncnurseonboards.org/services/nurses-in-the-boardroom>

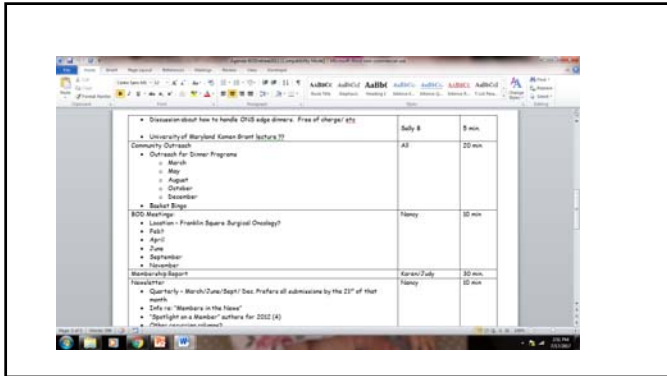
How to make a decision

- Framing the topic
- Holding open dialogue
- Address underlying concerns
- Collaborative proposal building
- Choosing a direction- making a plan
- Synthesizing a final proposal
- Closure/ follow-up and follow-through

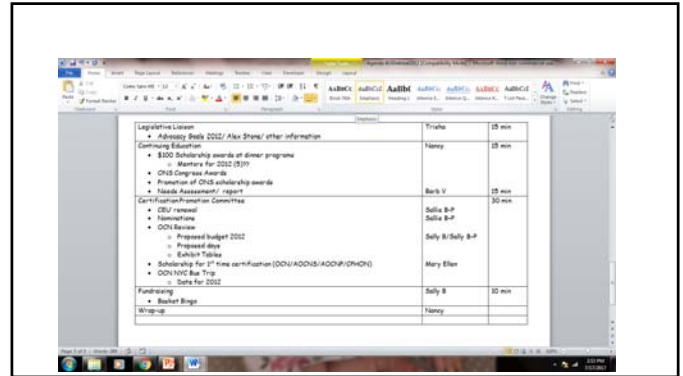
Stalter, A., Arms, D., (February 26, 2016) "Serving on Organizational Boards: What Nurses Need to Know" *OJIN: The Online Journal of Issues in Nursing* Vol. 21 No. 2



AGENDA ITEM	FACILITATOR	TIME
Sign annual report	Nancy Karen	45 min
Constitution to BOD review	Nancy	45 min
Secretary Report	Nancy	30 min
<ul style="list-style-type: none"> • Approval of Minutes from Dec. 4th, 2012 dinner meeting • Approval of Minutes from Feb. Board meeting 		
Treasurer Report	Nancy	30 min
<ul style="list-style-type: none"> • Report on • Changes from ONS • BOD - ONS Congress • Chapter Annual Report - due Jan 31st • New email account • Showcasing members at dinner meetings • Strategic Plan • Leadership Retreat 		
Treasurer Report	Bina	20 min
<ul style="list-style-type: none"> • Budget Review 2013 • Proposed Budget 2012 		
STANDING COMMITTEES:		
ONS/ONS Website	Nancy Karen	30 min
Programs	Same	30 min
<ul style="list-style-type: none"> • Database/Agenda/minutes/minutes/ • Minutes • Thank you to reports appeared in 2012/13 		



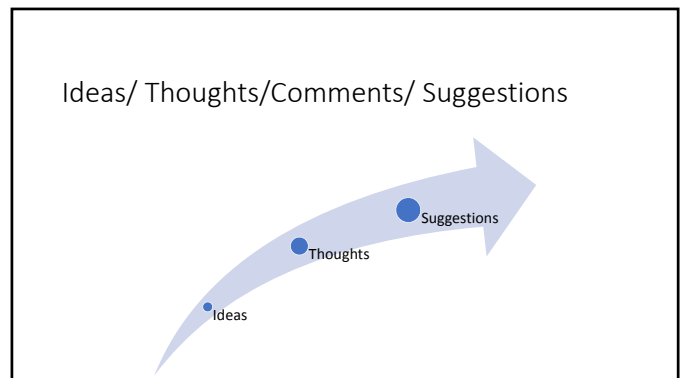
Topic	Date	Duration
Discussion about how to handle ONS edge drivers: Free of charge/ etc	July 8	5 min
University of Maryland Cancer Grant lecture??		
Community Outreach	Jul	20 min
- March		
- May		
- August		
- October		
- December		
- Budget Binge		
BOG Meetings		
- Location: Franklin Square Surgeon Oncology?		
- Feb		
- April		
- June		
- September		
- November		
Membership Report	Karen/Jul	30 min
Newsletters	Nancy	30 min
- Quarterly - March/June/Aug/ Dec. Prayers of submission by the 21 st of that month.		
- Safe on "Members in the News"		
- "Spotlight on a Member" letters for 2012 (4)		
- Photo announcements (volunteers)		



Topic	Date	Duration
Legislative Liaison		
- Advocacy Briefs 2012/ Alex Shover/ other information		
Continuing Education	Nancy	15 min
- BSO Scholarship awards on dinner programs		
- Mentors for 2012 (BSP)		
- ONS Congress Awards		
- Promotion of ONS scholarship awards		
- Needs Assessment/ report	Beck V	15 min
Continuation/Promotion Committee		
- CEU renewal	Sally B-P	30 min
- Nominations	Sally B-P	
- OON Session		
- Proposed budget 2012	July 8/July 8-P	
- Proposed days		
- Budget Tables		
- Scholarship for 1 st time certification (OON/AODHS/AODIP/OHON)	Mary Ellen	
- OON/NOB Trip		
- Sets for 2012		
Fundraising		
- Budget Binge	July 8	30 min
Wrap-up	Nancy	

Agenda Ideas & Moving Forward

- Productive members
- Spend money on rewarding members
- Incentive strategy
- Set up mentorship
- Think about electronics/teleconference
- Competition



Orientation for New Board Member

- First and foremost:**
 - Make them feel welcome!
 - First impressions make lasting impressions!
 - Incentive

New Board Member

- Well informed about their role
- How the organization operates
- Who's who
- Proud and able to share a few key accomplishments of the organization
- Ready to contribute on day one
- Impressed that they have joined a professional organization
- Valued and appreciated

<http://www.joangarry.com/board-orientation-template/>

New Board Member Binder

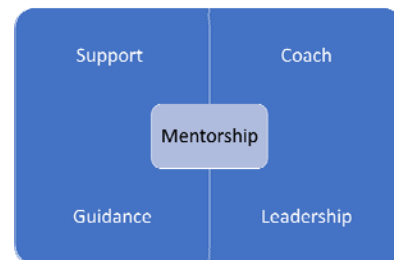
- History of the organization/ The Mission
- Staff organizational chart
- Program highlights for the year
- Board roles and responsibilities
- Their responsibilities/ expectations
- Follow- up phone call or some type of communication
- List of all current board members/Roster with information
- List of board committees, charge, and members

New Board Member Binder Continued

- List of upcoming meetings: Anything you can do to promote attendance with lots of notice
- Mark your calendars
- Any strategic planning document
- Approved budget for the calendar year
- Most recent monthly financials

New Board Member Binder Continued

- Most recent audited financial statement
- A copy of the organization's by-laws
- Fundraising one pager
- Board meeting minutes
- Agenda for the first board meeting



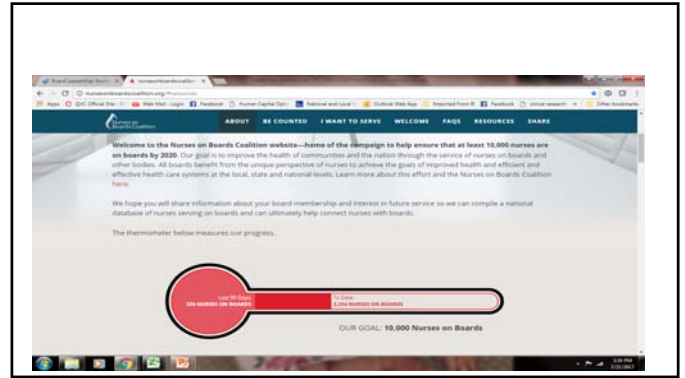
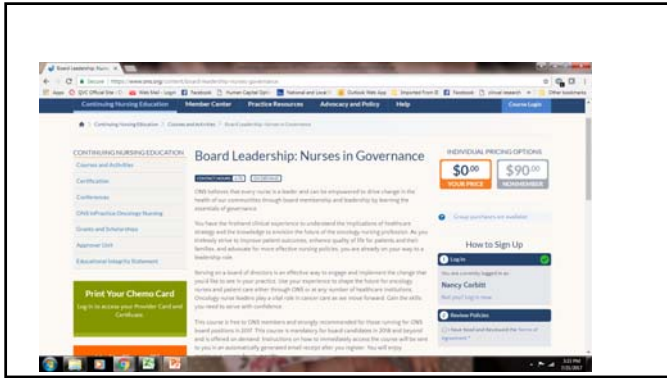
Mentorship

- Consider pairing job roles
- Director at Large is a good beginner position
- More than one
- Tied to committee/ or could start on a committee
- Encourage buy in from all positions

ONS Resources



- <http://chapter.vc.ons.org/resources>



References

- Berry, C., (2017) Strategic Thinking: A Nurse's Skill. Retrieved June 30th, 2017 <http://oregonnursesonboards.org/service/dos-and-donts/>
- Gary, J., A Template for a Great Board Orientation. Retrieved June 30th, 2017 <http://www.ioangarry.com/board-orientation-template/>
- McCaffery, J., (2014). Planning and Implementing Retreats: A Leader's Guide. Retrieved June 30th, 2017 <http://www.trg-inc.com/our-insights/how-to/planning-and-implementing-retreats/>
- Stalter, A., Arms, D., (February 26, 2016) "Serving on Organizational Boards: What Nurses Need to Know" *OJIN: The Online Journal of Issues in Nursing* Vol. 21 DOI: 10.3912/OJIN.Vol21No02PPT01

References/Resources

- <https://www.ons.org/content/board-leadership-nurses-governance>
- <http://www.ioangarry.com/board-orientation-template/>
- <https://campaignforaction.org/about/>
- <http://chapter.vc.ons.org/resources>
- <https://creationincommon.com/idea-for-next-board-retreat-help-your-board-find-their-voice/>
- <http://nursesonboardscoalition.org/#resources>
- <http://oregonnursesonboards.org/resources/>