

ICC Austin

Board Administrative Support

As approved by the Executive Director, and incorporating all changes through:

July 31, 2017

Revision History

Date	Author(s)	Summary of Changes
Sept 26, 2013	Thogersen, Newcomer, Lucas	Policy creation
October 2014	Thogersen	Removed elections/voting section, other minor tweaks
June 2015	Thogersen, Lassiter	Revised first goal in introduction, other minor tweaks
June 2016	Thogersen	ICC changed to ICC Austin; GM changed to ED
July 2017	Thogersen	BAA not responsible for non-ECC committee minutes (per new Board process)

Review History

Date	Reviewed by
June 2016	Thogersen, Lassiter, Hill
July 2017	Thogersen

External Cross-references

Section(s)	Policy/Section Referenced

Introduction

Board policy B7 states that staff shall not allow the Board to have inadequate logistical support. While that policy enumerates several specific requirements, the most general is to ensure sufficient administration to support governance activities. This operational policy contains the staff interpretation of adequate logistical support.

Staff administrative support serves three purposes. The first goal is to ensure that the Board as a whole can and will function well regardless of the performance of any individual Board member. To that end, staff will ensure the logistics are in place for successful governance so that, for example, the Board has a draft meeting agenda even if the responsible officers do not make one.

The second goal is to ensure that the Board has professional-level administrative support to allow for high-level Board functioning. Time is a precious commodity for busy members. Staff believes that Board members should spend their limited time working on the important business of ICC Austin governance rather than get bogged down in the minutia of such weighty matters as booking meeting space or purchasing snacks.

The third goal is to prevent low-level administrative burdens from being a barrier to members wishing to participate as Board officers. When requested, staff will handle any or all of the Board administrative duties for Board officers.

Definitions

- “Board Administrative Assistant (BAA)” means the person assigned by the Executive Director to provide the required Board administrative support.
- “Adequate Meeting Notice” generally means seven days except as specified in other policies or ICC Austin Bylaws.
- “Board Budget” means the annual budget under the direct control and supervision of the Board.
- “Operational Budget” means the annual budget under the direct control and supervision of the Executive Director

Policy

1. Staff will provide 25 hours of Board administrative support monthly through the assigned BAA.
2. The BAA will coordinate efforts with Board officers.
3. The BAA salary will be part of the Operational Budget.
4. All other governance costs incurred by the BAA will come from the Board Budget once approved in advance by an authorized Board representative.

Procedures

Minutes

The BAA will ensure minutes are taken for Board, Board Executive Committee, and General Membership meetings, as well as for Board retreats and any other relevant ICC Austin governance assemblies.

The BAA will send out draft minutes for Board meetings no later than 7 days after the Board meeting. A mechanism will be created to allow for edits to the minutes so that final draft minutes will be available for inclusion in the next Board packet.

Meeting Facilitation

The BAA will find and retain Board meeting facilitators for use at the discretion of the Board. Board committees will be responsible for their own meeting facilitation.

Document Preparation and Distribution

The BAA will prepare a draft meeting agenda based on the results of the Executive Coordinating Committee (ECC) meetings, and send the draft to the ECC for final review.

The BAA will prepare and distribute the Board packet to the general membership within 7 days of the Board meeting.

Meeting Notification and Member Communication

The BAA will ensure that all ICC Austin members are given adequate meeting notice via email and/or other official means.

The BAA will maintain an updated contact list consisting of at minimum names, email addresses, and phone numbers of all Board members.

The BAA will keep all members updated on important meeting actions, activities, and events.

The BAA will ensure that each Board member has an updated copy of the Board Manual and that the related documents are updated on the ICC Austin website.

Board Calendar and Scheduling

The BAA will maintain a 12-month Board calendar including dates, times, and locations for all Board and governance events.

The BAA will ensure that suitable meeting space is available for all Board meetings, retreats, and General Membership Meetings.

The BAA will provide food and refreshments at events as appropriate.

Document Updating and Archiving

The BAA will update and archive all governance documents including the policy register, bylaws, Board manual, Board process documents, and general membership ballot decisions.