



Florida Voluntary Bar Association Leaders

Board of Directors' Checklist

PRIOR TO INSTALLATION:

- Read association's bylaws. You should be informed about the organization's mission, services, policies, and programs.ⁱ
- Attend a Board of Directors meeting before installation to learn the process and what to expect.
- Attend the Board of Directors annual planning retreat/meeting.
- High Priority: Attend The Florida Bar's Voluntary Bar Leaders Conference in July.**
- Give your contact information to the incoming Secretary as soon as possible.
- Coordinate a meeting with the Executive Director and bar staff (if any) to learn about their role in the organization.

AFTER INSTALLATION:

MONTHLY

- Attend all Board of Directors meetings, in person if possible.
- Review the minutes and agendas before each meeting.
- Send any items you wish to discuss to the Secretary at least one (1) week prior to the Board of Directors meeting to ensure it is included on the agenda. Include any supporting reports or documents.

OTHER DUTIES

- Attend as many events sponsored by your voluntary bar as possible. (You can't vote or make suggestions on what you haven't attended, right?).
- Mix and talk with attendees at events as you are an ambassador of the association.
- Introduce yourself to new faces at events and welcome them.
- Chair at least one event or activity of your voluntary bar.
- Write one article for your association's newsletter.
- Ensure compliance with and periodically update the organization's bylaws.
- Identify and evaluate prospects, cultivate and solicit gifts, actively support development programs, and offer personal acknowledgments to donors and volunteers.
- Provide leadership, contribute ideas and actively advocate for the fundraising and development efforts of the organization.
- Actively recruit new members.

ⁱ This list is a basic list to aid voluntary bars around the state. Be sure to read your organization's bylaws as there may be additional duties specific to your position in your organization that are not outlined above.