

APPENDIX 12-D

October Board of Directors Meeting (Held in conjunction with the National Meeting)

I. Mid-term Board Schedule of Meetings:

A. Executive Committee:

A three hour meeting should be scheduled for the Executive Committee prior to the meeting of the Board of Directors. Appoint chair and two members to the RIC Hearing Session.

B. Board of Directors:

A three and one half hour meeting should be scheduled for the Board of Directors at the National Meeting. The agenda consists of those items that cannot be postponed until the January Board Meeting as well as any items from the regional reports which a board member may wish to discuss. Review the National Meeting. Assign Position Statements.

II. End-of-term Schedule of Meetings:

A. Current Executive Committee:

1. Day One: 12:00 Noon–6:00 PM
2. Day Two: 9:00 AM–11:00 AM

B. New Board Members' Orientation (by the Executive Committee)

Day Two: 1:00 PM–4:00 PM

- a) Introduction of new members
- b) Role of Board Members on Standing Committees
- c) Role and duties of Board Members as regional representatives
- d) Budget and budget process
- e) Role of Board Members at National Meetings
- f) The National Process
- g) Services offered by the National Office
- h) Background on the agenda of the current Board Meeting

C. Current Board of Directors Meeting:

1. Day Two:
 - a) 4:30 PM
 - (1) Call to order
 - (2) Report of the Chair
 - (3) Report of the National Office
 - b) 5:15 PM—Evening Prayer and Social
 - c) 6:00 PM—Dinner
 - d) 7:00 PM—Reports
 - (1) Executive Committee: final report
 - (2) BCL Report

October Board of Directors Meeting Agenda

(3) Standing Committees: final report

Note: The purpose of this Board Meeting is to bring to conclusion the two-year term of the current Board of Directors. The Standing Committees are asked to make every effort to complete their current projects and submit them to this meeting for Board approval.

The status of unfinished projects or priorities should also be clearly reported to the Board with a recommendation "for" or "against" handing this project on to the next Board of Directors.

e) 9:30 PM—Social

2. Day Three:

- a) 9:00 AM—Review qualifications and responsibilities of officers of the Board of Directors with the opportunity for discussion with new members of the Board.
- b) Standing Committees: final report (cont.)
- c) Voting on Committee Proposals
- d) New Business
- e) 12:00 Noon—Adjourn

Note: This is the last official meeting of the current (old) Board of Directors. Newly elected Board members do not officially take office until after the National Meeting. New Board members are asked to attend this board meeting as part of their orientation. As time allows, they will be invited to participate in discussion. Voting will be limited to current board members.

D. New Board of Directors Meeting:

1. Day Three: 1:30 PM—3:00 PM

Election of Officers and Executive Committee

2. Last Day of National Meeting: 7:30 AM—9:00 AM

- a) Organizational Meeting for appointments to Standing Committees, assignment of Position Statements and preparation for January Board Meeting.
- b) New Executive Committee Meeting:
The new Executive Committee needs to find time during the National Meeting to appoint members of the Standing Committees and prepare an agenda for the January Board Meeting.