

CONNECTICUT ACADEMY OF NUTRITION & DIETETICS

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Academy of Nutrition and Dietetics

2020 AND President-Elect Training *Best Practice - Board Governance & Volunteer Support*

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Board Governance & Volunteer Support

- ▶ Board member on-boarding
- ▶ Process engaged
- ▶ Tools developed
- ▶ Outcomes to date

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Orientation for Board Members 2019-2020 Fiscal Year

CT Academy 2019-20 Board Orientation

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Presentation Focus

- ▶ CT AND - Who we are
- ▶ Current Membership
- ▶ Relationship to the Academy
- ▶ CT AND Mission, Vision & Values
- ▶ Strategic Plan
- ▶ Legal Duties - Roles/Responsibilities
- ▶ 2019-2020 CT AND Board
- ▶ Resources
- ▶ Looking Forward to 2019-2020

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Who we are

- ▶ A “branch” of the Academy of Nutrition and Dietetics but we are our own legal and independent entity
- ▶ 501(3)(c) non-profit status
- ▶ Members are “assigned” to a state affiliate based upon the address provided to the Academy, but this can be changed upon request
 - ▶ For instance, a member lives in MA but works in CT
 - ▶ There is also a “supporter” membership option
- ▶ All board members and volunteers must be Academy members
- ▶ All board members are non-paid volunteers
- ▶ CT AND has a part time paid executive office manager (EOM), Barbara Bush.

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Current Member Count

Status	Total
Active	752
Associate	2
Life	4
Retired	64
Staff	1
Student	194
Total	1017

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Relationship with the Academy

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- ▶ Academy provides support and direction to the state affiliates to help us meet our goals
 - ▶ Numerous resources and contacts
 - ▶ Most CT AND BOD will have access to a “community of interest”
- ▶ CT AND receives a rebate for each CT member who joins the Academy, and this is the main source of revenue
- ▶ Academy does have requirements for state affiliates:
 - ▶ File reports as requested throughout the year
 - ▶ Offer an annual meeting for its membership
 - ▶ Be in good standing with your state by filing paperwork and tax returns
 - ▶ CT AND donates \$1K per year for the “Polly Fitz Scholarship”
 - ▶ Academy would also LIKE for us to support ANDPAC, the Academy Foundation and the Second Century Initiative

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CT AND: Your CT Academy

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Mission
Vision
Values
Strategic Plan

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Your Legal Duties as a Member of BOD

- ▶ **Fiduciary Duties:** *The ultimate authority for managing the affairs of the organization is vested in the Board of Directors.*
- ▶ **Duty of Care:** *Director must attend Board meetings and participate actively in decision-making process and exercise best judgment.*
- ▶ **Duty of Loyalty:** *Director commits allegiance to the organization and sets aside personal, professional and committee interests and places best interest of the CT Academy first.*
- ▶ **Duty of Obedience:** *Director has a duty to follow the organization's global governing documents (such as Articles of Incorporation and Bylaws) to carry out the organization's mission and complies with all federal and state law.*

Taken from Barnes and Thornburg 2019 Guide for Board Members

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CT AND: High-Performing Board

- ▶ Develops strategies and provide oversight
- ▶ Develop objectives and tactics (committee chairs)
 - ▶ Plan of work and budgeting
 - ▶ Our fiscal year is June 1 to May 31st
- ▶ Execute tactics within planned budget
- ▶ Board meetings are well planned with critical documents distributed well in advance
- ▶ Sign and adhere to Conflict of Interest policies
- ▶ One Board, One Voice!

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The 2019-2020 CT Academy Board

▶ Review Board Roster

Teamwork and communication are essential! Everyone plays a part in helping CT AND achieve the strategic goals we set forth and in meeting the numerous requirements and expectations of the Academy.

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Responsibilities of all Board Members

- ▶ All board members will:
 - ▶ Conduct CT Academy business according to the Operations Manual.
 - ▶ Attend board meetings, especially if a voting member.
 - ▶ Complete committee or officer report and submit to President prior to board meetings according to the time frame slated by President.
 - ▶ Maintain current files.
 - ▶ Monitor and submit updated Strategic Plan on a regular basis.
 - ▶ Participate in budget planning and submit budget request according to the time frame slated by Treasurer.
 - ▶ Maintain records of committee revenues and expenses.
 - ▶ Submit expenses by the end of the month.
 - ▶ Communicate BOD activities to your committee members.
 - ▶ Assist in the orientation of, and transfer of information to, new appointees or officers
- ▶ Remember to use the EOM responsibly. Our EOM is the lead person for communications and upkeep of the website plus making our annual meeting a success!

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Governing Documents

- ▶ Strategic Plan
- ▶ Bylaws
- ▶ Policies and Procedures
- ▶ Job Descriptions
- ▶ Budget

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Additional Resources

- ▶ www.eatrightct.org
- ▶ Weekly update- EOM can spotlight information so always share/communicate
- ▶ Social media- PR can spotlight events, newsworthy information etc.
 - ▶ Website
 - ▶ Linked-In
 - ▶ Facebook
 - ▶ Twitter
 - ▶ Youtube
- ▶ Phone conference system- for use by all for your committees (also is located on bottom of your BOD directory)

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Looking Forward to 2019-2020

- ▶ 5 face-to-face meetings.
 - ▶ June 19st, September 18th, November 20th January 15th, March 18th
 - ▶ 5:00-7:30 p.m.
 - ▶ Light dinner provided
- ▶ Meet your “outgoing” board member or chair and get some additional training and resources.
 - ▶ Transfer of tools/resources including your “how to guides”
- ▶ Executive Committee will have additional meetings by phone conferencing system.
- ▶ Plan of work/tactics for this FY need additional development!
- ▶ **Meet new people, share new ideas and have FUN!**

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New CT Academy BOD: Functioning Effectively

- ▶ Focus on our Mission, Vision and Strategic Priorities
- ▶ Build a culture of trust
- ▶ Use your voice constructively
- ▶ Address conflicts as they arise
- ▶ Build teamwork
- ▶ **One Board-One Voice**

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Facilitated Breakout Discussions by Committees to Begin Development of Tactics/Strategies for the Strategic Plan

Group 1
Public Relations
CPI
NNM
Events/Health Fair

Group 2
Volunteer Coordinator
Diversity Liaison
Awards
Nominating
Member-at-Large
Membership

Group 3
Student Liaison
Kids Eat Right
Dietetic Educators
Dietetic Technicians

Group 4
Public Policy Panel Chair
Consumer Protection
Public Policy -PPC
Public Policy-SPR
Reimbursement

Group 5
Food Security
Fundraising

Group 6
EOM
Treasurer/Elect
Secretary
President
President Elect
Past President

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CT ACADEMY CALENDAR – 2019-2020

June 2019	July 2019	August 2019	Board of Directors (BOD) Meetings
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Executive Committee Meetings – Conference Calls Finance Committee Meeting
September 2019	October 2019	November 2019	The Academy (AND) Events (Advocacy Summit & FNCE)
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CT Academy Event (Annual Spring Meeting)
December 2019	January 2020	February 2020	BOD – all executive committee members, chairs for standing and special committees, chair elects and team members
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Executive Committee – President, President-Elect, Past President, Secretary, Treasurer, Delegate Member-at-large, CPI Chair, Public Policy Coordinator
March 2020	April 2020	May 2020	Finance Committee – Treasurer (Chair), President, President-Elect, Past President, Treasurer-Elect, Delegate
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

USA Holidays and Observances					
16 Jun, 19	Father's Day	04 Jul, 19	Independence Day	02 Sep, 19	Labor Day
14 Oct, 19	Columbus Day	31 Oct, 19	Halloween	11 Nov, 19	Veterans Day
28 Nov, 19	Thanksgiving Day	25 Dec, 19	Christmas	01 Jan, 20	New Year's Day
20 Jan, 20	M. L. King Day	14 Feb, 20	Valentine's Day	17 Feb, 20	Presidents' Day
10 Apr, 20	Good Friday	12 Apr, 20	Easter Sunday	10 May, 20	Mother's Day
25 May, 20	Memorial Day				

CT AND Board Calendar - Provided at Orientation

Long-Term Goal #1: Membership More RDs, NDTRs, and dietetic students will view CT Academy as key to their professional success and value membership.				
Objectives/Strategies Statement that support the goal (make measurable)	Tactics Steps to accomplish the objective	Responsibility Responsible Committee	Report	Results
Increase new leadership and volunteers within the CT Academy Board	Recruit strong leaders to become board members	Nominating Committee		
Increase attendance at spring meeting by 10% of last year's numbers	Social Media Promotion of Event Engaging speakers Better facility to host meeting	CPI Committee	Have 28 speakers already fill out RFP Deadline Oct 15 for RFP Booked ARIA banquet hall	
Recruit volunteers for special events	Create flyers to email or share on social media to encourage volunteers Collaborate with Dietetic Internship Programs and Universities to encourage students to volunteer	Volunteer Coordinator		
Increase membership by 5%	Reach out to non-members via mail Raffle a membership	Membership [§]		
	Develop RD mentorship Program [§]	Fundraising [§]		
	Provide networking opportunity [§]	Member at Large [§]		

CT AND Strategic Plan Strategies Developed (Excerpt)

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Observable Results & BOD Member Feedback to Date

- ▶ Started the year with full board membership
- ▶ On-boarding promoted ahead of the meeting resulted in the highest attendance at a transition meeting
- ▶ Board meetings well attended
- ▶ Positive feedback from BOD - Onboarding process:
 - ▶ elevated the importance of board membership
 - ▶ augmented the status of board governance
 - ▶ sets the stage for engagement in board activities and delivering on the Strategic Plan

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