Guideline on Executive Boards for Small Organisations

# Introduction

Setting up and using executive boards in small organisations can really help with governance, strategic direction, and efficiency. An executive board is the group that oversees the activities, policies, and goals of the organisation, making sure it stays true to its mission while adapting to changes.

# The Role of an Executive Board

An executive board in a small organisation typically has several key responsibilities:

* The board is in charge of setting the strategic plan, long-term vision and goals of the organisation.
* The board provides financial oversight including approving budgets, monitoring financial performance, and making sure proper financial controls are in place.
* The board creates policies and procedures that govern the organisation's operations.
* The board ensures that the organisation follows club bylaws and complies with all relevant laws and regulations.

# Composition of the Executive Board

When a club is small it may be necessary to reduce the size of the board in relation to the size of the membership as a whole. It is suggested that the board should be made up of the following roles:

* President
* President Elect
* Treasurer
* Secretary

# Effective Board Practices

To ensure the executive board functions effectively, the following practices are recommended:

* The board should meet regularly, ideally monthly but at least quarterly, to review progress, discuss strategic issues, and make decisions.
* The Board should make recommendations for full club approval.
* Committees should report back to the board regularly.