
GOVERNMENTAL BOARDS AND COMMITTEES

CLEVELAND COUNTY BOARD TRAINING 101



OBJECTIVES OF THIS COURSE

- Understand Cleveland County's style of government and its organizational setup
- Identify types of boards
- Understand the relationship of governmental units and their advisory boards or committees
- Identify basic duties of board members



CLEVELAND COUNTY-MANAGER FORM OF GOVERNMENT

- Cleveland County has 5 Commissioners
- Commissioners are responsible for policy making and for passing a county budget
- The Commissioners appoint a manager, attorney and clerk as their officers
- The manager is responsible for the day to day operation of Cleveland County Government
- County Government is decentralized, meaning that several departments have their own boards.



TYPES OF CLEVELAND COUNTY BOARDS

- Governing Boards
- Advisory Boards
- Quasi-Judicial Boards



BOARD RESPONSIBILITIES

- Vision
- Mission
- Goals
- Objectives
- Activities
- Individual Work Plans
- Evaluation



BOARD DUTIES

- Create policies and goals for the organization
- Provide continuity for the organization and potentially appoint the chief executive
- Represent the board in the eyes of the public
- Acquire sufficient resources for the organization and/or manage the resources for the organization



IDEAL BOARD MEMBERS

- Helps the organization move forward with vision, mission and strategic planning
- Brings specialized expertise to the board
- Helps diversify board composition
- Helps evaluate the strategic direction of the organization the board oversees or advises
- Have no conflicts of interest with the board that he/she is serving on



DANGER SIGNS OF INEFFECTIVE GOVERNANCE/BOARDS

- Lack of job description that identifies division between governance and management
- Lack of vision, mission or tangible objectives
- Too little time spent on key issues and too much spent on trivial matters
- Little or no information provided in advance of meetings
- Duplication of staff level efforts



WAYS TO STRENGTHEN BOARDS

- Set specific goals for the board
- Educate board members about specific functions of the board
- Establish performance measures for the board
- Do your due diligence



HOW DO I DO MY DUE DILIGENCE AS A BOARD MEMBER?

- Educate Yourself
 - Know your by-laws and policies
 - Read minutes
 - Ask questions
 - Understand your board's statutory responsibility
- Monitor organizational performance



RIGHTS OF BOARD MEMBERS

- You have a right, as a board member, to:
 - Be informed about responsibilities, time commitment, and the organization of your board
 - Expect that your volunteer time will not be wasted
 - Be assigned jobs that are worthwhile and be able to decline inappropriate assignments
 - Be recognized for work and be trusted with information to do your work



WHAT NOW?

- If you have been appointed to a board already the staff representative of that board will contact you to give you a meeting schedule and orient you to your new board.
- If you have NOT been appointed to a board then appointments are done in June and December of each year at Commissioner meetings and you will be notified if you are appointed.



THANK YOU FOR YOUR SERVICE

- Thank you so much for being willing to serve on a board for Cleveland County
- If you have questions please call Phyllis Nowlen, Clerk to the Board, at 704-484-4766 or email at phyllis.nowlen@clevelandcounty.com
- The following page contains a certificate of completion for Board Training. Please fill it out and either scan and email it to Phyllis at the address above or print it out and mail it to:
 - Phyllis Nowlen Clerk, County Manager's Office, 311 East Marion Street Shelby, NC 28150.

THE CLEVELAND COUNTY BOARD OF COMMISSIONERS

COMMENDS

NAME: _____

FOR COMPLETING THE CLEVELAND COUNTY BOARDS AND COMMITTEES TRAINING COURSE

ON THIS DATE: _____

BY SIGNING BELOW, I ATTEST THAT I VIEWED THIS TRAINING IN ITS ENTIRETY. I ALSO UNDERSTAND THAT EACH BOARD IS DIFFERENT AND THAT THIS TRAINING VIDEO DOES NOT COVER ALL OF THE NUANCES OF EACH BOARD. KNOWING THAT, THE BOARD I SERVE ON MAY REQUIRE FURTHER TRAINING AND/OR EDUCATION.



SIGNATURE: _____

DATE: _____

CLERK TO THE BOARD: _____

DATE: _____