



WOMEN'S FUND
of the **GREATER CINCINNATI FDN.**



Chamber of
Commerce

T R A I N I N G 1 0 1

Appointed.



An initiative of the Women's Fund of the Greater Cincinnati Foundation



WHAT IS APPOINTED?

Appointed is a non-partisan initiative that prepares, inspires and empowers women to get involved in local government

WHAT DOES GETTING INVOLVED MEAN?

You can apply to serve on a civic board or commission

You can serve on a county, city or a local township board/council

You can run for office including school board

Hone your skills on a local non-profit board

CAN YOU GIVE US EXAMPLES OF CIVIC BOARDS AND COMMISSIONS?

Planning Commission

Board of Adjustments

Airport Board

Ethics Commission

Human Rights Commission

Park Advisory Committee

Mental Health and Recovery Services

Appointed 101: Board Basics



Public bodies, where members are appointed by a government official (usually someone elected)

- Not a non-profit or corporate board
- Members are super-volunteers, because they're also doing a public service

Battle of the Boards

Civic Boards		Non-Profit Boards		Corporate Boards	
Selection	Government Appointment	Selection	Set in the By-Laws	Selection	Shareholder Election
Accountable to...	The Public	Accountable to...	The Organization	Accountable to...	The Shareholders
Other Stakeholders	Community Groups Interested Parties Elected Officials	Other Stakeholders	Donors Leadership Team Staff Customers of Agency Community Partners	Other Stakeholders	Executive Team Employees Customers
Money Matters	Government Funds/Taxes	Money Matters	Donors/Grants	Money Matters	Profits/Share Price
Powers	It Depends...	Powers	Set Strategic Direction Hire Exec. Director Fundraising	Powers	Protect Assets Hire CEO Key Mgmt. and Financial Decisions
Transparency	Required	Transparency	Financial and Certain Other Disclosures	Transparency	Limited (unless public company)
Geography	Political Jurisdiction	Geography	Service Area	Geography	Customer Base

BOARD BASICS

Board Categories

Arts & Humanities

Arts & Entertainment
Education
Parks & Recreation
Gender Equity
Youth/Children

Economic Development & Tax/Finance

Consumer Safety
Economic Development
Finance
IP/Technology
Labor
Pensions
Small Business
Tax
Trade
Tourism

Health & Human Services

Individuals with Disabilities
Mental Health
Physical Health
Poverty
Seniors/Elder Care
Social Services
Substance Use Disorder

Land Use

Agriculture
Building/Code Enforcement
Energy
Environment
Historical Landmarks
Housing
Land Use/Planning
Property/Real Estate
Waste/Recycling
Zoning

Transportation

Air Transportation
Ground Transportation
Public Transportation

Other

Animal Management
Civil Rights/Liberties
Criminal Justice
Elections
Emergency Services
Immigration
Law/Legal Services
Public Services/Utilities

BOARD BASICS

Board Categories

Arts & Humanities

Tree Board (City of Hamilton)
Public Library Board of Trustees (Clermont Cty)
Convention & Visitors Bureau (Warren Cty)

Economic Development & Tax/Finance

Northern Kentucky Tri-ED Council (Boone, Kenton, Campbell)
Workforce Investment Board (Butler Cty)
Tax Levy Review Committee (Hamilton Cty)

Health & Human Services

Board of Developmental Disabilities (Clermont Cty)
Local Board of Health (Kenton Cty)
Human Services Advisory Committee (Cincinnati)

Land Use

Rural Zoning Commission (Hamilton Cty)
Urban Design Review Board (Covington)
Flood Damage Prevention Variance Board (Warren Cty)

Transportation

Kenton County Airport Board
Southern Ohio Regional Transit Authority (SORTA)
Cincinnati Southern Railway Board (Cincinnati)

Other

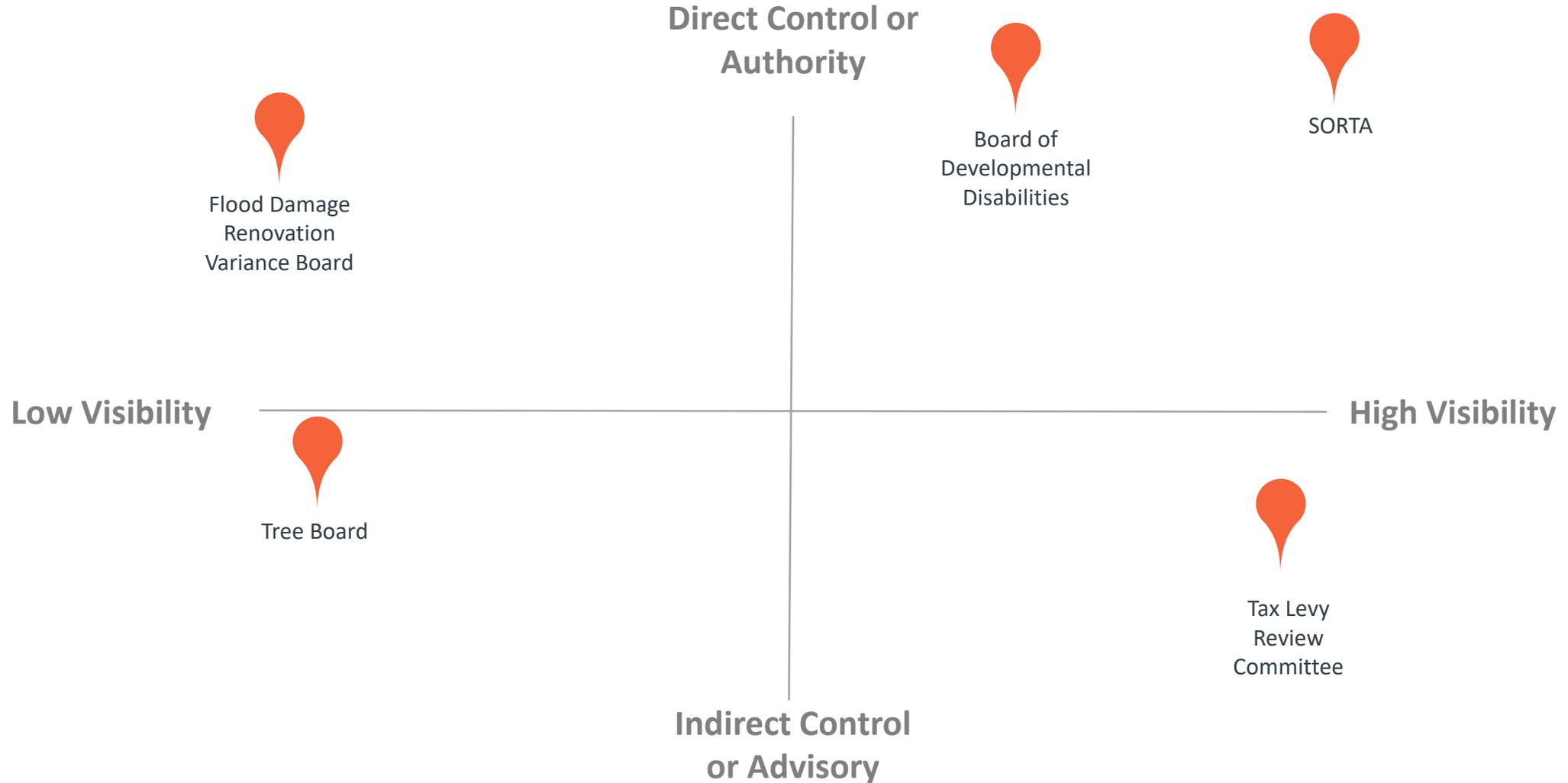
Public Defender Commission (Butler Cty)
Civil Service Commission (Cincinnati)
Central Campbell Fire District (Campbell Cty)

Types of Boards

- Direct Authority/Oversight
- Regulatory
- Advisory
- Non-Profit/Other Organizations

BOARD BASICS

Where Does Your Board Fit?



#BoardLife: Getting Started

“Time, talent and passion are key. Make sure that the work of the board is a mountain you’re willing to die on. Find a board that fits your talents and passions, join at the right time in your life...

If you’re young and busy, pick something that’s close to home or your work, and don’t forget to put yourself first. Don’t join to build your resume. Come prepared to meetings. Ask questions. Don’t lose your own voice. Own your own words.”

#BoardLife: Getting Started

Passion

Tell Your Story: Submit application and/or resume

Passion counts: Statement of Interest

Your Needs

Statement
of Interest

Leave your checkbook at home: No financial
commitment to serve on a public board

Application

Financial

Resume

Know yourself: What do you need to get out of the
commitment to be successful?

You're on a Board! Now What...

Things to Consider

- What are meetings like?
- Are there board roles?
- Is it formal?
- Will there be board orientation?
- How long do I have to serve?

Appointed 101: Legal Basics



Let the Sunshine In!

- Public boards and commissions must follow the same open records and open meetings laws as all other public entities.
- Kentucky Sunshine Laws
 - The Open Meetings Act (K.R.S. 61.800 to K.R.S. 61.850)
 - The Open Records Act (K.R.S. 61.870 to K.R.S. 61.884)

Open Meetings Act

Let the people in!

All meetings of a **quorum** of the members of a **public agency** where **public business is discussed, or action is taken**, must occur in meetings open to the public unless an exception applies

What is a meeting?

All gatherings of every kind, including video teleconferences, regardless of where the meeting is held, and whether they are regular or special or informational or casual gatherings held in anticipation of, or in conjunction with, a regular or special meeting

Exceptions

Some exceptions such as parole board meetings or collective bargaining negotiations

Open Meetings Act

Tell the people about it

Should provide a schedule of regular meetings by ordinance, order, resolution, bylaws, or other means

Special Meetings

The public agency must provide written notice of the special meeting consisting of the date, time, and place of the special meeting and the agenda. Discussion and action must be limited to agenda.

Minutes

Must be taken and made available to the public

Violations

Void any action in the meeting; There may be fines for members who attended and knew the meeting was in violation



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Open Records Act

Give the people the docs!

What is an open record?

(1) All books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software or other documentation regardless of physical form

(2) that are prepared, owned, used, in possession of or retained by a public agency

Exceptions

16 exceptions under K.R.S. 61.878(1)

Open Records Act

Keep the docs in order

There is an essential relationship between proper records retention and management and records access

Make suitable facilities for inspection available during agency's office hours

Respond to requests within 5 business days

Violations

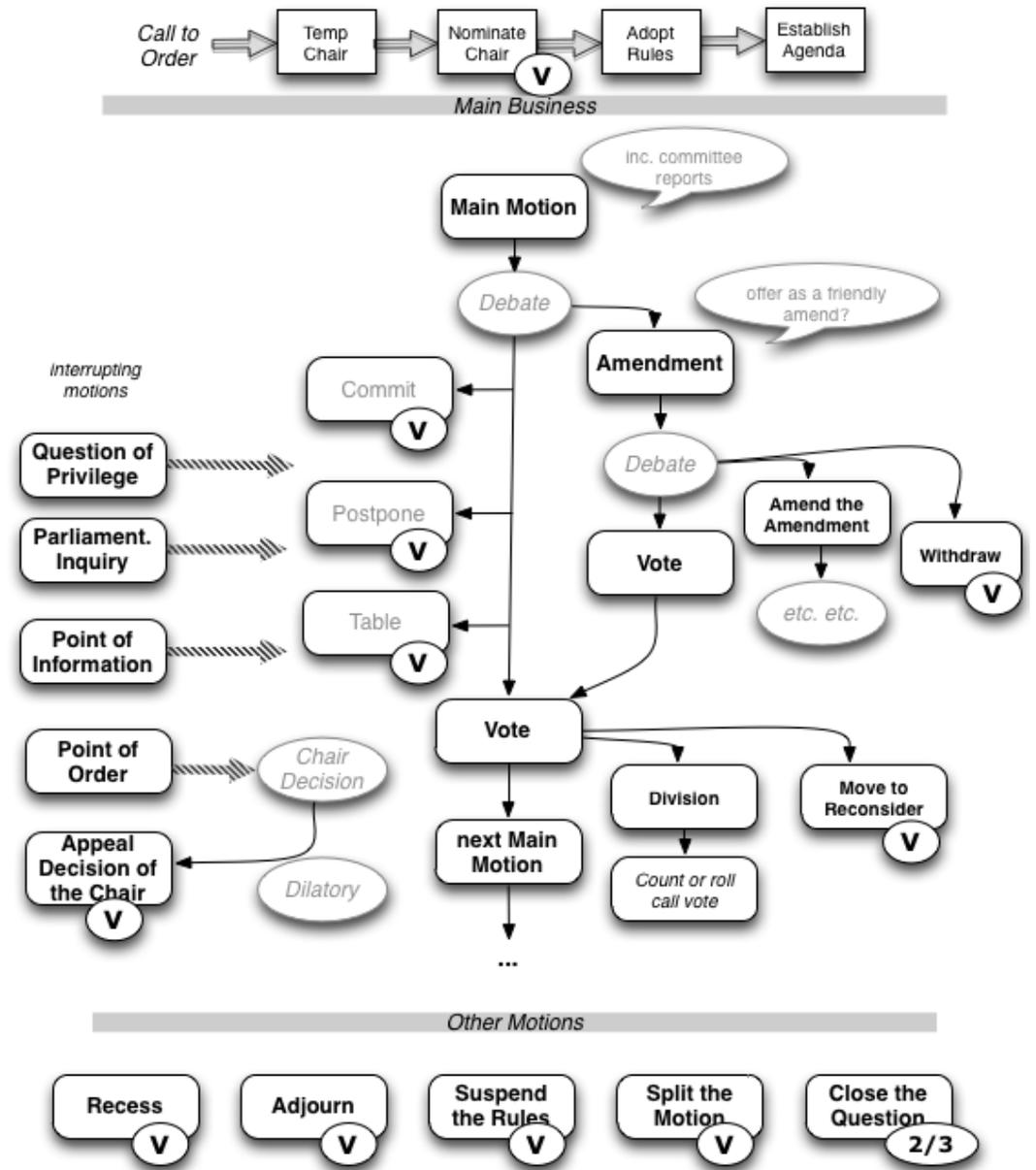
May get attorney general or circuit court judge to order records to be turned over

May be fined

May face criminal charges for willful violations

Robert's Rules of Order (diagrammed)

by Kevin Lacobie



Take a break!

