APPENDIX BP10: ATLA BOARD MEMBERS: QUALITIES, COMPETENCIES, RESPONSIBILITIES

Qualities
• Integrity (ethical, legal, and otherwise)
• Self-confidence, courage, and willingness to take informed risks
• Appreciation for and commitment to the cultivation of diversity
• Collegiality and a sense of humor
• Flexibility and an openness to change, innovation, new ideas and directions
• Willingness to
  o assume the duties of care, loyalty, and obedience
  o learn, adjust and adhere to, communicate, and defend the principles of Policy Governance
  o familiarize (and constantly re-familiarize) oneself with the Bylaws and the Policy manual
  o follow established procedures
• Readiness to
  o disclose all possible conflicts of interest
  o prioritize and come prepared to Board meetings
  o give Board-work the time it requires, including work between meetings and the work of self-education
  o lead committees of the Board or serve as an officer

Competencies
• Breadth of experience and familiarity with one or more areas of theological librarianship
• Ability to focus on what the Association should be delivering for its beneficiaries
• Understanding of and appreciation for group process and the dynamics of board decision making. Ability to
  o listen to, weigh, and learn from the opinions and arguments of others
  o articulate one’s own opinions and judgments
  o make and second motions, facilitate the emergence of consensus
  o function as a member of a team that must speak with a single voice (stand behind Board decisions for which one did not vote)
• Familiarity with parliamentary procedure, and a willingness to adhere to meeting ground rules
• Group leadership skills, i.e., the ability to
  o Articulate purpose
  o Establish an agenda
  o Motivate; elicit contributions from all concerned
  o Work at a pace that allows all to participate and complete tasks on time
  o Identify key issues and help the group come to a single voice
• Computer literacy and an openness to the use of helpful new tools, including those that facilitate remote collaboration
Responsibilities

- Provide legal and moral oversight; perform the duties required by law:
  - Avoid actual or perceived conflicts of interest and complete conflict of interest form
  - Understand basic non-profit finances or be willing to learn; review financial reports
  - Read and sign the IRS Form 990
  - Assume ultimate legal responsibility

- Forge and maintain a connection with the moral ownership through formal and informal means; listen with empathy to the needs and concerns of members; strive to understand the full range of its values and needs; and represent the moral ownership in board deliberations; advance the Association as a whole, in all of its diversity, over the long term

- Envision the future of theological librarianship
  - Articulate organizational values, see the big picture
  - Analyze trends in higher education, theological education, and librarianship
  - Exercise foresight; envision the future; think strategically

- Develop and revise policies that are responsive to the needs and expectations of members, set the direction of the organization (Organizational Ends), minimize risk (Executive Limitations), govern the Board-Executive relationship, ensure the smooth and consistent functioning of the Board over time (Board Policy), and are consistent with the Policy Governance model

- Monitor achievement of Organizational Ends and compliance with Executive Limitations
  - Assess the reasonableness of the executive director’s interpretations, as well as the evidence of compliance and achievement provided
  - Share in the responsibility of the Board to hire, monitor, evaluate, compensate, and fire the executive director

- Monitor Board quality and performance
  - Ensure the presence of a capable and responsible Board
  - Regularly evaluate one’s own and the Board’s performance

- Promote a positive public image of the Association