

**TTRA New Board Member Training**  
**June 29, 2010 at 1:00pm EST - Via Teleconference**

**Agenda**

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|---|-------------|
| 1. Introduction and Welcome   | 1:04-1:10pm |
| 2. The Basics:  | 1:10-1:20pm |
| • Purpose of an Association   |             |
| • Purpose of the Board  |             |
| • Roles of the Board/management team/executive committee<br>/Board committees/advisory committees |             |
| • Governing Documents: Bylaws and management contract   |             |
| • Leadership Documents: Strategic plan, Budget,<br>yearly objectives                              |             |
| 3. Board member responsibilities  | 1:20-1:25pm |
| • Loyalty responsibilities  |             |
| • Fiduciary responsibilities  |             |
| • Conflicts of interest   |             |
| 4. Board meetings   | 1:25-1:35pm |
| • Schedule  |             |
| • Sample agenda   |             |
| • Committee reports are read ahead of the meeting   |             |
| • Getting an item on the agenda   |             |
| • Robert's Rules of Order training- October 2010  |             |
| • Any other questions on Board meetings   |             |
| 5. Strategic Issues   | 1:35-1:55pm |
| • Current Plan  |             |
| • Current Issues  |             |
| 6. Budget   | 1:55-2:10pm |
| • 2009-10 Budget  |             |
| • 2010-11 Budget Process  |             |
| • How to read our financial documents training-<br>September 2010                                 |             |
| 7. Management team  | 2:10-2:20pm |
| • Staff responsibilities  |             |
| • Working with the Management team  |             |
| • The role of the Executive committee   |             |
| • Evaluation process  |             |
| 8. Operational Issues   | 2:20-2:30pm |
| • Operation Plan  |             |
| • Committees  |             |
| ○ Current committees & taskforces   |             |
| ○ Board committees & advisory committees  |             |
| 9. Other questions and Answers  | 2:30-2:55pm |
| 10. Wrap up and announcements   | 2:55-3:00pm |
- Next training sessions:
- How to read our financial documents - September 2010
  - Preparing for your first Board meeting- October 2010
  - Robert's Rules of Order - October 2010