

## Board Member Requirements

Attend monthly Sunday General Support meeting as often as possible. You will be needed to help run the meeting. Setup, Facilitators, and greeters. PFLAG understands that other obligations can affect your attendance and that you have a life. Try and attend as many as possible. If you have signed up for a duty, please try and fulfill it. It is only fair as we try to put forth an excellent meeting without any knowledge of how many will be attending.

Attend a Facilitator's training session. Depending on the size of the meeting, as many as 5 group sessions can be running and you will be needed to facilitate a group. The only special exception to the facilitators is the 1<sup>st</sup> time parents group. Because of the high emotions in the past of parents coming to PFLAG, it is recommended that a heterosexual Mom and Dad lead this group. This not a form of discrimination, but a realistic look at the issue for new parents. Any member that has a special issue can have a "one on one" and you may be asked to facilitate a single person. This has happened in the past, but it is highly recommend they attend a general group session to get more than one viewpoint on their personal issue. This procedure should be taken up with the officers at the meeting.

Attend Monday's Board meeting. According to the bylaws, in order to hold a board meeting, or a quorum, the required number is one half +1. It is important that you notify the President's office in advance if you are unable to attend a board meeting. Several people on the board travel great distances, and without advance notice, the meeting will have to be cancelled.

## Board Meetings

Board meetings are designed to handle PFLAG Detroit business. This is where we decide on how to spend our money and what programs we should take up. Our board meets at the Lutheran Church of Master 7pm to 9pm every Monday following our general meeting. We normally will hold the first hour to conduct business matters and discussion on any matter that requires board approval. The faster we move through this process, the faster we can get to the round table to discuss individual concerns the board has. Because we have a full board, about 15 people, it is difficult to give enough time to each opinion and questions. I would like to ask the board to submit status reports at the end of each month via email on the project they have been working on so that they can review prior to the meeting. We then can quickly go over any issues and question that you may have. This also will help the secretary with his/her in typing up the minutes of the meeting.

The round table was designed for each board member to bring up issues that PFLAG could or should be aware of in our community. Each board member has an issue close to their hearts and the board needs to understand the importance of that issue. The issues vary from education, support, and advocacy, our main mission statement. We need to address these in a very short time. Any advance write up with supporting documents should be sent to the board, like websites, to save time and allow for questions.

Like our support groups, confidentiality is important. What is said here, Stays here. All information, minutes of the meeting should not be posted on the front page of Between the Lines.

We work together collectively

It is important that we all work together to achieve the mission statement of PFLAG Detroit. Decisions regarding events, commitments and the like need to be taken up with the Presidents Office first. If a time factor and immediate decision needs to be made, an officer of the board can make that call. The Presidents office, along with other Officers will discuss and present to the board to make a collective decision. I find that this situation is rare, but does occur. A simple, I have to check with the board will usually suffice. Almost all members of an organization understand the importance of presenting to the board.

To prevent complications, it is requested that issues of a delicate nature, should be taken up with the officers of the board. Board members should not take it upon themselves to contact the Regional Office or National's office unless so instructed by a majority of the board.

Any board member that has a problem with an officer or board member should try to resolve the issue with the person directly. If this is not fruitful, they should take it up with an officer and 2 other board members. One of the persons not directly affected by the issue, so then tries to resolve with that person. Bringing to the board for full discussion should be the final stage, not the first. We have way too many fronts to battle then fight amongst ourselves.

Voting through email.

Times occur when we need an immediate decision to be made. Voting via email is allowed. When this occurs, you email should not have attachments. Not all members are computer savvy. Copy, Cut or paste everything needed into a single email. State directly what you want the board to vote on. Address your reply to all members so we can see your reasoning on the issue. AOL members need to cut and paste the original email into their replies, because many times we only see your response. (Something to do with AOL). Not all board members are available to vote immediately, but when a majority has been reached, you should consider it passed or not passed. It might take several emails to discuss and pass. **This process maybe halted by any board member who feels a full discussion is necessary. They can simply send an email to “table for a discussion” to all board members.** Please realize that the original idea to do an email vote was because we couldn't save it for another board meeting. In that case the issue will probably have passed its due date.

First, You as a board member are here because you bring something important to the group. Our board needs to be diverse and so does the opinions. It is extremely important to listen to what you have to say and the ideas you present. We never know where it leads us and the number of people we can positively affect through programs. Many of our programs came from a single person with an idea of how to help our GLBT kids.

Second, speak up! If you disagree with something, say so. Do not just go along because the other board members agree. This is what the voting process is for.

Any board member may leave at the 9pm deadline, without official declaration of adjournment.

Last but most important!

You are a representative of PFLAG Detroit

Whenever you are out at an event, a march, or any function, please remember that you are representing PFLAG Detroit and all of its members. Our public relations department should handle interviews, but many times you could have a microphone shoved in your face at a moments notice. It is at that time, what you say could impact a lot of people. Think carefully about the time and place you are at, and the issue of why we are there. When you speak for PFLAG make sure that you speak for the group, and not your personal opinion. And always keep in mind, PFLAG Detroit's mission statement.

PFLAG promotes the health and well-being of gay, lesbian, bisexual and transgender persons, their families and friends through:

### **Support**

Support of families – working to keep families in loving relationships by helping them understand and affirm their gay, lesbian, bisexual, and transgender family members.

### **Education**

Education of the public – seeking to dispel the myths and misinformation by working with educators, community and religious groups, the media, and the general public.

### **Advocacy**

Advocating for Equality – calling for the end of discrimination and securing equal rights for all our children.