



Give. Lead. Make a Difference.

Dear Friends of Legacy,

In the first of our helpful tips we talked about special event planning. Today we venture into the world of board work. I hope that these tips are helpful as you sit down in your governance or executive committee meetings and begin to prepare for chair succession planning. Your by-laws may state that you have a step system and that the treasurer works his or her way into the Chair seat. Or you may have a two year term with open placement at the end of the term. Whatever the case may be, I encourage you to think about these tips as you craft your succession plan for your Chair. We all know that the winning combination, the key to a successful organization is as follows: an engaged, mission driven board + dedicated and skilled staff + involved and investing constituents!

Keep advancing your organizations for the betterment of society.

Harry J. Vande Velde III

Lake County's Community Foundation

1000 East 80th Place, South Tower 302, Merrillville, IN 46410 | www.legacyfoundationlakeco.org | 219.736.1880



Confirmed in compliance with national standards for U.S. community foundations

Top 10 tips for choosing your next Board Chair
(in no priority order)

1. Is a team player, works well with others, listens well, and respects staff.
2. Has a proven track record within the organization, understands the “culture” of the organization, has “worked” on committees.
3. Public presentations are a part of his or her toolkit, understands how to work with media in good times and in bad.
4. Is a fundraiser, makes her or his own stretch gift, and will make at least one key call per quarter.
5. Respected in the community, people will return his or her call.
6. The public does not view this individual as polarizing, as coming to the table with a hidden agenda.
7. Understands the “big picture”, the policy setting process and allows staff to implement and practice.
8. Is able to prioritize your organization for the tenure of the office as #1 in her or his philanthropic queue.
9. Runs a tight meeting, engages all parties, and ensures that all parties leave knowing their roles and responsibilities to key initiatives.
10. Knows the “elevator speech” right now!

Lake County's Community Foundation

1000 East 80th Place, South Tower 302, Merrillville, IN 46410 | www.legacyfoundationlakeco.org | 219.736.1880



Confirmed in compliance with national standards for U.S. community foundations