

MTNA LEADERSHIP TOOLKIT:

**Practical Strategies for
MTNA Affiliates**

VOLUNTEERISM BEST PRACTICES



POINTS TO CONSIDER

- Job Description
- Mission-Driven Ask
- Appoint with Intention

THE FOUR LOVE LANGUAGES OF LEADERSHIP

- Words of Affirmation
- Acts of Service
- Receiving Gifts
- Quality Time
- (and fifth for your private life—Physical Touch)

AVOIDING SCAMS



TYPES OF SCAMS

- Phishing
- Spear Phishing
- Check Scams
- Fake Donation Scams

BYLAWS AND GOVERNANCE



BYLAWS

- **Contract** between the association and its members
- Rules adopted and maintained by association to define and direct its **internal** structure and management
- Decisions reserved for the membership are enumerated in the bylaws
- If it is not enumerated in the bylaws, the Board has the right, obligation, and legal duty to act
- Bylaws should also dictate the process to amend them

BYLAWS

- The bylaws should only give general guidance or set minimal requirements...
- especially in matters that can change during the life of the association...
- e.g. dues structures, titles and functions of staff, program chairs, committee mission statements, operational rules and processes, etc.

DISPUTES?

- Follow your Articles of Incorporation (if you are incorporated)
- Follow your Bylaws
- Follow any policies and procedures that are in place for programs, grievances etc.
- Follow Robert's Rules of Order for disputes and/or discipline

BYLAWS RESOURCES

- *MTNA's Guide for Drafting Bylaws for State and Local Music Teachers Associations*
- Available on the MTNA website under the “Connect” tab under “Local Associations”

BOARD RESPONSIBILITIES



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(SOURCE: TECKER INTERNATIONAL)

- Set organization's direction
- Ensure necessary resources
- Provide oversight

SET ORGANIZATION'S DIRECTION

- Engage in strategic thinking and planning
- Set the organization's mission and vision for the future
- Establish organizational values
- Ensuring alignment of operational or annual plans with the strategic plan

ENSURE NECESSARY RESOURCES

- Ensure adequate financial resources
- Promote positive public image
- Ensure the presence of a capable and responsible Board

PROVIDE OVERSIGHT

- Oversee financial management
- Determine acceptable risk
- Measure progress on strategic plan
- Monitor programs and services
- Provide legal and moral oversight

GOVERNANCE

- Three fiduciary responsibilities of Boards:
 - Duty of Care
 - Duty of Obedience
 - Duty of Loyalty

DUTY OF CARE

- Be informed and ask questions.
- The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the “duty of care that an ordinary prudent person would exercise in a like position and under similar circumstances.”
- This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

DUTY OF OBEDIENCE

- Requires board members to be faithful to the organization's mission.
- They are not permitted to act in a way that is inconsistent with the central goals of the organization.
- A basis for this rule lies in the public trust that the organization will manage donated funds to fulfill the organization's mission.

DUTY OF LOYALTY

- Show undivided allegiance to the organization's welfare.
- A standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization.
- A board member can never use information obtained as a member for personal gain and must act in the best interest of the organization.
- Board members must comply with policies regarding code of conduct and ethical behavior.