



BOARD CHAIR COACHING & GOVERNANCE SUPPORT

Building Alignment with the Head of School and Board of Trustees

This year-long program provides support and resources for those new to the board chair role, as well as for those currently serving who would like to refine their leadership practice and ensure alignment with their head of school and the board. Opportunities for reflection, individual coaching, and collaboration with other chairs ensures a personalized and transformative professional experience.

THE PROGRAM

FOR MORE INFORMATION OR TO ENROLL, PLEASE
CONTACT AMBALZANO@MISSIONANDDATA.COM



Needs Assessment

Through a series of discovery conversations with the head, outgoing board chair, and a survey of current board members, Mission & Data outlines objectives and identifies areas in need of development.



Resources for Learning

Participants have 24/7 access to meeting ideas, templates, case studies, relevant articles, and videos on important governance concepts for the independent school board chair.



1:1 Support & Coaching

Participants have up to twelve hours of individualized support that can be used for 1:1 coaching, consultation, or board meeting facilitation.



Quarterly Roundtables

Participants can join facilitated opportunities to meet other board chairs in the cohort and discuss issues and approaches to governance.

DETAILS

Program fee of **\$8,000** includes the needs assessment, anytime access to our governance resource bank and learning materials, quarterly facilitated roundtables for board chairs in the cohort, and twelve hours of customizable support, which can be used as consultation time, 1:1 coaching, mediation of difficult conversations, or toward the facilitation of board meetings or a board retreat. Supplemental services and expanded coaching engagements are also available.

MISSION-DRIVEN, DATA-INFORMED COACHING

NEEDS ASSESSMENT

Mission & Data's governance coaching program begins with qualitative and quantitative data to inform the year's work. To focus in on the areas of greatest need for the new board chair, Mission & Data conducts thorough interviews with the head of school and outgoing board chair as well as surveys current board members so that all voices are heard.

HEAD OF SCHOOL



- Expectations of the board chair-head relationship and partnership norms
- Vision, mission, and values
- Head's performance goals
- Status of the strategic plan
- National and local trends affecting the school
- Challenges and opportunities facing the school

OUTGOING BOARD CHAIR



- Time commitment involved
- Challenging issues that arose during their tenure
- Head of school and board evaluation processes
- Unfinished board business
- Working relationship with the head, board members, community leaders, donors, and others
- Community stakeholders

BOARD SURVEY



- Reflections on board service and trustee engagement
- Expectations of the board chair
- Suggestions for improvements to board meetings and communication
- Reflections on goals and accomplishments of the board

JUST-IN-TIME GOVERNANCE RESOURCES TO SET YOUR BOARD CHAIR UP FOR SUCCESS

ROLES & RESPONSIBILITIES OF A BOARD CHAIR

- Creating a collaborative partnership with the head of school
- The board chair's role and responsibilities
- The importance of diversity, equity, and inclusion
- The board's role in the annual fund and fundraising

GOVERNANCE STRUCTURES & PROCEDURES

- Setting the board agenda
- Running an effective board meeting
- Understanding Roberts Rules of Order
- Using a consent agenda
- Planning an effective board retreat
- Working with committee chairs to create alignment

GOVERNANCE MINDSETS & STRATEGIC PARTNERSHIP

- Ensuring the board is both strategic and generative: applying the three modes of governance
- Environmental scanning and trend spotting
- Problem identification, root cause analysis, and action planning
- Using polarity mapping for unsolvable problems

FIDUCIARY DUTIES & OVERSIGHT

- The legal responsibilities of the board
- The fiscal responsibilities of the board
- Long-range strategic financial planning
- Understanding the budget process and the role of the board

GOALS & EVALUATION

- Setting board and head of school goals
- Engaging in board assessment and the head of school evaluation
- Designing a board education plan

SUCCESSION PLANNING

- Recruiting new trustees
- Onboarding new trustees
- Planning for board leadership succession

ABOUT US

WWW.MISSIONANDDATA.COM



Mission-driven, Data-informed
Leadership and Governance

Mission & Data is a firm dedicated to the effectiveness, health, and vitality of educational institutions and other organizations that make the world a better place. We are committed to enhancing mission-driven, data-informed leadership and governance by:

- Coaching leaders and boards of trustees to enact institutional vision and build a culture of inquiry-based decision making practices.
- Consulting to improve organizational effectiveness and facilitate organizational transformation.
- Developing custom data products, visualizations, and dashboards to highlight progress, identify trends, and leverage actionable insights.



The Board Chair Coaching and Governance Support program is led by **Dr. Anne-Marie Balzano**, Mission & Data's Senior Governance Strategist. A current independent school trustee, former head of school, associate professor, and Director of Leadership and Governance at the National Association of Independent Schools (NAIS), Dr. Balzano possesses a unique and multi-leveled perspective of the educational landscape and the complex demands of leadership and governance.

Dr. Balzano is a trusted advisor to schools across the country, facilitating board retreats and educating boards of trustees on effective governance practices and trends, supporting resiliency in heads of school, and building a positive board culture. Independent school trustees know Dr. Balzano as the chief editor of **The Board Chair Handbook** and the host of NAIS's governance podcast, **The Trustee Table**.