



Potter League
Enriching Lives

Board – Staff Relationship Ground Rules

1. The Potter League's number one purpose is to serve our community and the animals to the best of our abilities. All of our actions, priorities and words must be judged against that. Therefore we conduct every board meeting as if the entire community was watching and we ask ourselves: Would our members be proud of how we have conducted ourselves?
2. We seek to gather all the facts before entering into a discussion or making a decision. We acknowledge that the quality of our actions and decisions are only as good as the quality of our knowledge about the situation.
3. We believe in accountability, not blame. We acknowledge that mistakes and failures will occur and we will use these as learning opportunities.
4. When a mistakes or failures occur, we remind ourselves of rule #1.
5. We work hard to catch each other doing the right thing. We will celebrate our successes.
6. Hidden agendas and gossip are forbidden.
7. Each of us agrees to listen with full attention when another person speaks.
8. We are careful to delineate the appropriate roles for board and staff by asking:
 - What is it that **ONLY** the board can do or should do?
 - What is it that **ONLY** the executive (or staff) can do or should do?
 - What areas require collaboration to achieve success?By asking these questions we demonstrate our respect for each other's experience and expertise.
9. To improve board – staff collaboration we agree to ask the following kinds of questions:
 - The board will ask the staff: What is the impact of our decision on you? Have we listened to your perspective and wisdom about the implications of this?
 - When the staff brings forth an item for decision-making to the board: Have we explained this clearly? Do you feel you have enough information with which to make a good decision? Have we listened to and addressed the big questions you have raised?
10. Every person takes responsibility for the successful outcome of a meeting or interaction. These ground rules can be invoked by anyone whenever necessary.