



Orientation for New Board of Governors Members

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Spring 2019



Orientation Topics:

- Introduction
- Overview & Background
- NASBITE Strategic Plan
- Policies and Procedures
- Administrative
 - Host Organization
- BOG Roles and Responsibilities
- Accounting
 - Control
 - Financial Reporting



Introductions

Overview & Background



NASBITE International Mission & Vision

Mission:

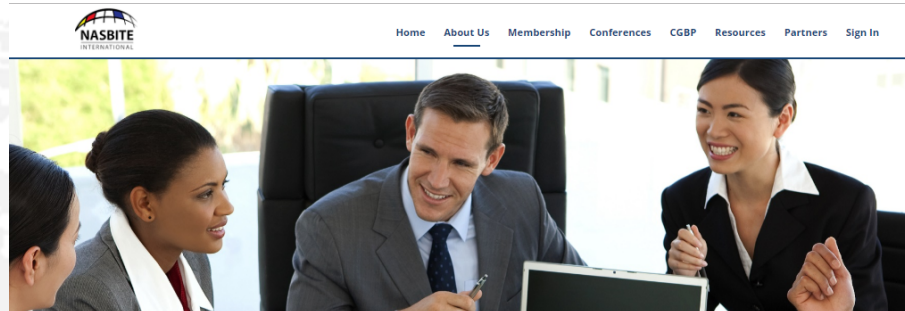
To advance global business practice,
education and training

Vision:

NASBITE International is the industry standard
for global trade education, trade credentialing,
training and practice.



History of NASBITE



History of NASBITE International



NASBITE was originally established in 1988 as the National Association of Small Business International Trade Educators. The early 1980s saw a strong emerging movement to place international trade education in a more prominent position in colleges, universities, and various public service institutions. Many programs were begun, mostly housed at educational institutions, world trade centers, chambers of commerce, and other trade-related groups. In addition, Small Business Development Centers, funded by the U.S. Small Business Administration, were beginning to join the groundswell of activity.

By 1986, John Otis, founding director of Oregon's statewide program, decided it would be a good idea to invite all SBDC, university-, and chamber-based international trade programs from throughout the country to a conference in Oregon. The conference, held in Portland in May 1988, sponsored by the Portland SBDC program, Seattle Community College, and the SBA, attracted 130 attendees from 30 states and Puerto Rico. The format for the conference was so successful that it became the basis for future NASBITE conferences.

A National Steering Committee was soon formed. Planning sessions were held in St. Paul, MN to develop the new organization and the next conference. At the end of two days, NASBITE (National Association of Small Business International Trade Educators) was born, six standing committees were formed, the mission statement developed, five major objectives were crafted, and an editor for the first newsletter was appointed.

Latest News [more](#)

- 2/15/2019
NASBITE Announces Keynote Speakers for 2019 Annual Conference in Savannah, GA
- 2/15/2019
NASBITE Announces Extended Nomination Deadline for 2019 Awards Program
- 11/26/2018
NASBITE International Seeks Nominations for New CGBP Governance Council Members
- 11/26/2018
NASBITE International Opens Registration for 32nd Annual Conference & 3rd National Small Business Exporter Summit in Savannah, GA

Calendar [more](#)

- 03/15/2019
2019 Annual Conference Early Bird Registration Deadline
- 04/07/2019

<https://nasbite.org/our-history//>



By-Laws

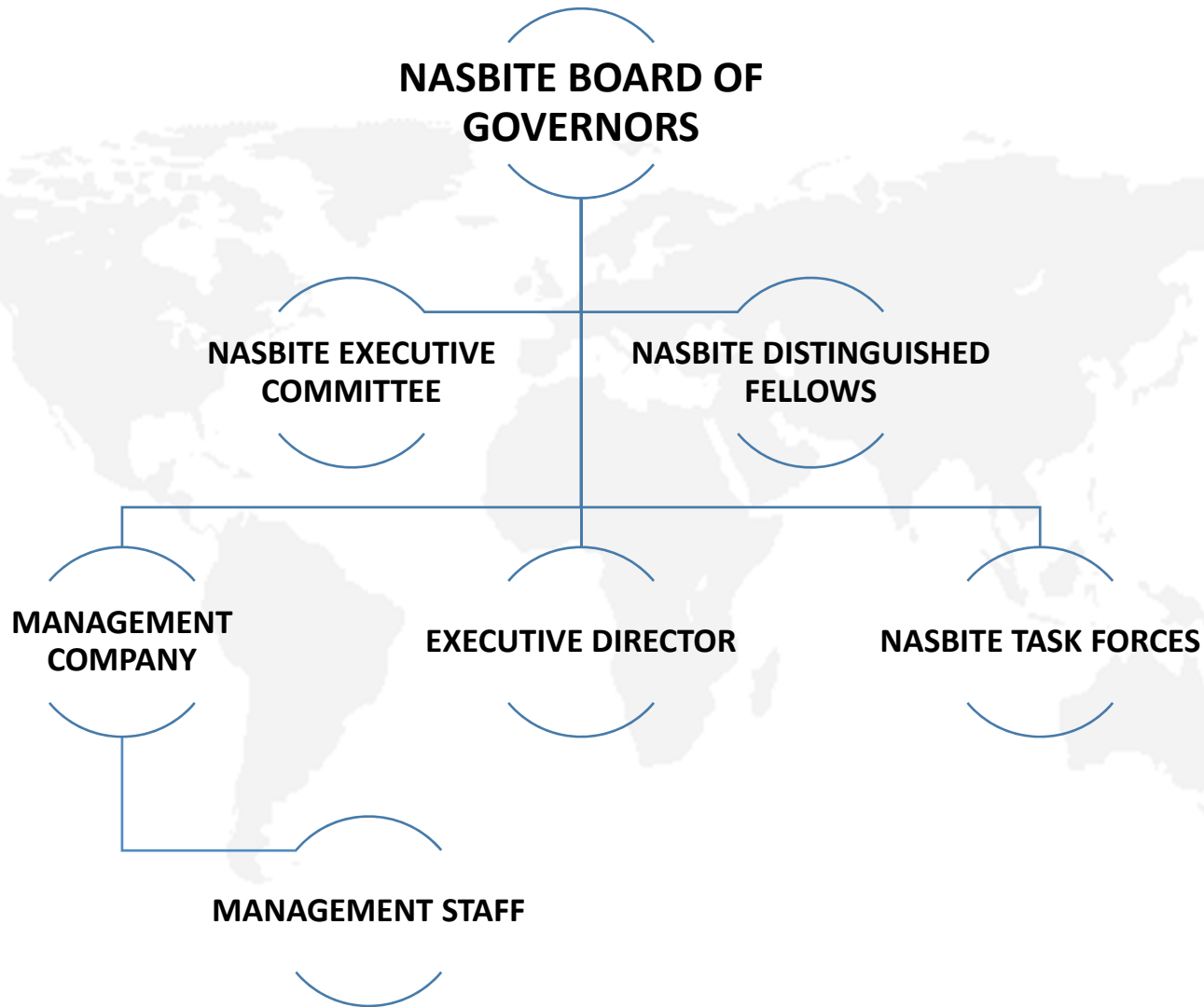
Articles of incorporation

Documents May Be Found on **Board Resource Web Page:**

<https://nasbite.org/nasbite-board-of-governors-information-resources/>



Organizational Chart





Management Hierarchy



• **Executive Committee:**

- President
- Vice President
- Secretary/Treasurer
- CGBP Liaison
- Past President; Two At-Large Members
- Others as appointed by President

• **Management Company/Executive Director Selected by Board of Governors:**

- Reports to and Evaluated by EC
- Administers/Markets NASBITE, Conference/Summit & CGBP

• **Board of Governors – 25 members**



Distinguished Fellows

- Past Presidents and former Officers
- More information can be found on BOG Resource web page, or via link below:

https://nasbite.org/wp-content/uploads/2017/03/NASBITE_DistinguishedFellows.pdf



Board of Governors Mentor Program

- Purpose
- Mentor Match
- Mentor Responsibilities

- Mentoring program begins after election of new Board members
- Annual Basis



Factors for Continued Success

- Growing, Engaged Membership
- Strong & Effective Organizational Capacity
- Strategic Alliances
- Financial Sustainability
- Engaged Board Members
- High Quality, Relevant & Accessible Portfolio of Programs & Services



Critical Policies and Procedures



Board of Governors - Commitment Pledge and Code of Ethics

- Completed by each new Board member at the beginning of their term and given to the President.
- Pledge Form may be found on Board Resource web page or via link below:

https://nasbite.org/wp-content/uploads/2017/03/NASBITE_BOGCommitmentPledgeForm.pdf



Code of Ethics

NASBITE is committed to the ethical behavior on behalf of its Board of Governors and committee members. Any appearance of a conflict of interest on behalf of NASBITE and the actions of its officers and Board of Governors should be brought to the attention of a member of the Executive Committee for review and/or clarification. When possible, areas of conflict should be identified and recommendations made for remediation in the Policies and Procedures documents.



Budgeting and Expenditure Policies

- Authority for legal and financial obligations
- Signatures and recordkeeping
- Operating Budget review and approval
- Conference Budgeting



Roles and Responsibilities:

Board of Governors
Executive Committee
Task Forces



Board of Governors

Job Description:

https://nasbite.org/wp-content/uploads/2017/03/BOG_JobDescription.pdf

Application & Profile Form:

https://nasbite.org/wp-content/uploads/2017/03/BOG_ApplicationProfessionalProfileForm.pdf



Executive Committee



Composed of the Officers and:

- **CGBP Liaison** to the EC from the various CGBP Committees
- **Past President** is one of the permanent offices, is filled for one year by the most recent Past President of the Board
- **Board Development** coordinates re new board members; Board Survey; Policy/Procedure
- **At-Large Members** (minimum of 2) perform duties and roles as assigned by BOG
- **Host Organization Representative** at discretion of the Host they may choose to name a representative to this position
- **Executive Director** (management company) – serves as an ex-officio member of the EC



Task Teams

Vision 2020 Tactical Plan

- Membership Services & Marketing Task Team
- Stakeholder Relations and CGBP Issues Task Team
- Strategic Partnerships & Alliances Task Team
- CGBP Partner Network Task Team
- Conference & Summit Task Team
- Social Media & Website Task Team

Link to Vision 2020 Plan Documents:

<https://drive.google.com/drive/folders/0BwPb3hPtKh3rTVQwVHFKS1BvODg>



NASBITE Awards



- Program Excellence Award
- Advancing International Trade Award
- International Trade Educator of the Year
- John Otis Lifetime Achievement Award



Support Structures



- **Governance Guidelines**
 - Board of Governors (BOG) is the governing authority of NASBITE International
- Board **Self Assessment Tool**
- Board **Insurance Coverage**
- **Organizational Recordkeeping**



Board Self Assessment Tool:

<https://www.surveymonkey.com/r/NASBITEBOGEVAL>

- Completed each summer/fall, coordinated by the Board Development Committee.
- Aggregate, anonymous summary presented at Fall Board meeting.
- Gauge the accomplishments, challenges and overall “health” of the Board.



Insurance Coverage:

- **General Liability Insurance Policy**
 - \$1 million Liability and Medical Expense coverage
 - \$1 million Personal & Advertising Injury Coverage
 - \$1 million Damages to Rented Premises Coverage
 - \$2 million aggregate
 - \$1 million Hired/Non-Owned Auto Liability Coverage
- **Directors' and Officers Liability Insurance Policy**
 - \$1 million Directors' and Officers' Liability Coverage (Defense of Claims)
 - \$1 million Employment Practices Liability Coverage



Organizational Record Keeping

All legal documents and organizational records housed by management company, with electronic copies kept by President and Secretary/Treasurer.



Accounting Control Financial Reporting



Overview of most recent financial reports

- **2018-2019 approved operating budget:**

https://nasbite.org/wp-content/uploads/2018/10/2018-2019_BUDGET_APPROVED-2018-09-27.pdf

- **Current monthly financial report may be found on Board Resource web page:**

<https://nasbite.org/nasbite-board-of-governors-information-resources/>



BOG Contact Information

<https://nasbite.org/who-we-are/>