



Orientation for New Board of Governors Members

Presented by
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Orientation Topics

- Introductions
- Overview & Background
- Management Hierarchy
- Policies and Procedures
- BOG Roles & Responsibilities
- NASBITE Strategic Plan
- Accounting Controls & Fiscal 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



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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.

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

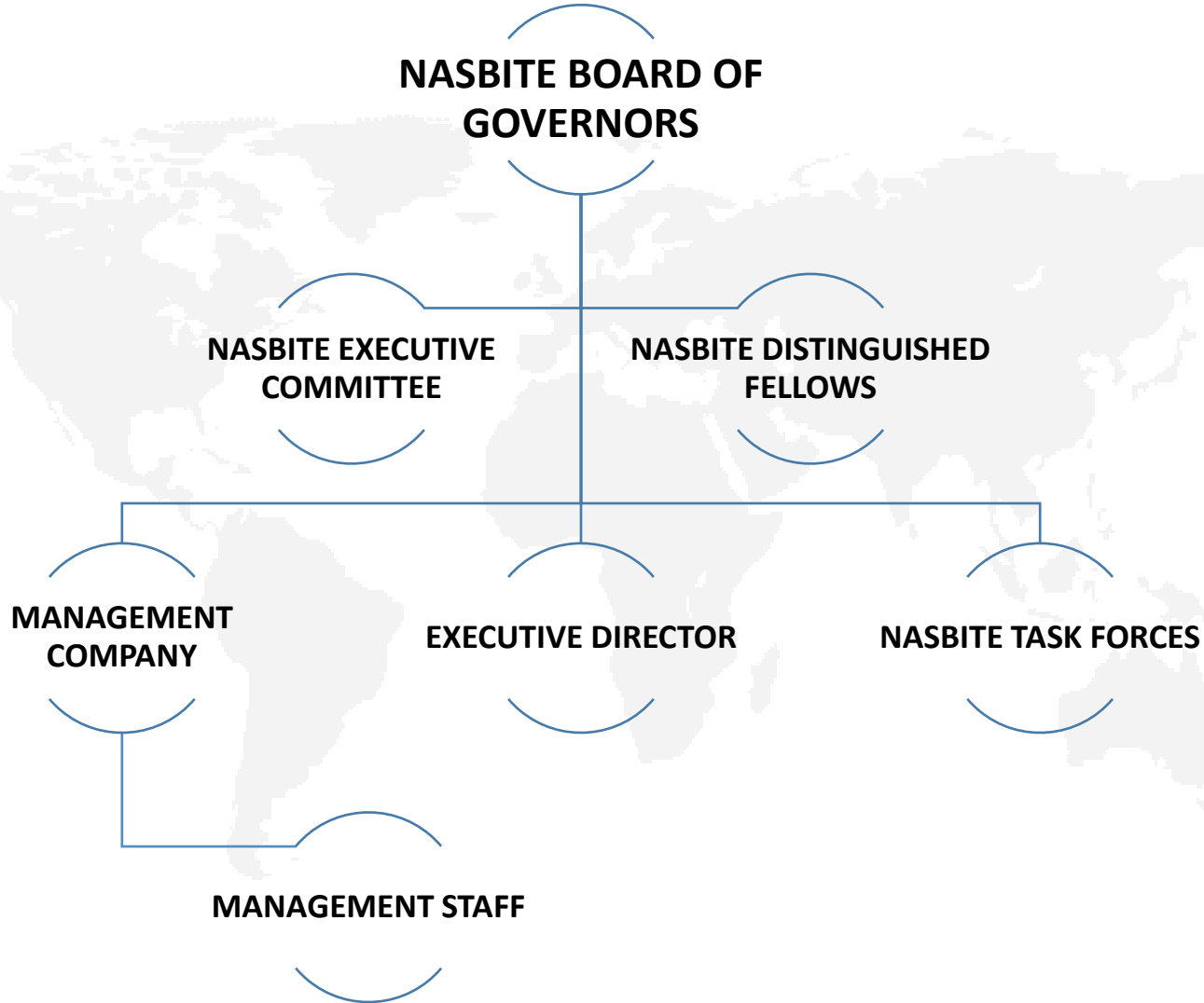


By-Laws Articles of incorporation

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
 - 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
 - Manages NASBITE's operations - Conference/Summit, CGBP credential
- **Board of Governors – Up to 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
- Engaged Board Members
- High Quality, Relevant & Portfolio of Programs & Services
- Financial Sustainability
- Accessible Strong & Effective Organizational Capacity
- Strategic Alliances



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 & Event Budgeting

Roles and Responsibilities

A light gray, semi-transparent world map is centered in the background of the slide, showing the continents of North America, South America, Europe, Africa, Asia, and Australia.

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:

- **BOG Officers** - President
 - Vice-President
 - Secretary/Treasurer
- **Immediate-Past President**
- **At-Large BOG Members (2)**
- **Executive Director** – ex-officio member of the EC

Provide oversight of operations of the organization between BOG meetings

Task Teams

Vision 2020 Tactical Plan

- Educational Partners/CGBP Student Pathway
- Trade Training Partner Network
- Exporter Summit
- Trade Passport Website
- Social Media
- Board Development & Organizational Capacity

Link to Vision 2020 Plan Documents:

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



NASBITE Awards

- Advancing International Trade Award
- International Trade Educator of the Year
- Program Excellence
- 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:

- Completed late summer/early fall; coordinated by the Board Development Committee
- Aggregate, anonymous summary reviewed at Fall Board meeting
- Gauges 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

- **FY 2020-21 approved operating budget:**

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



BOG Contact Information

<https://nasbite.org//>

Management Team Contact Information

<https://nasbite.org/staff-list21/>

NASBITE Contact Information

<https://https://nasbite.org/contact-us/>