

WELCOME

To the 2021 NABC™
Board Orientation

Antitrust Guidelines

- This Association is committed to compliance with the antitrust laws of the United States and each of the jurisdictions in which it does business.
- At the meeting that you are attending may also be representatives of your competitors.
- It is imperative that you keep this in mind and be certain to take precautions not to violate, or even appear to violate, the antitrust laws.
- To that end, during this meeting and any related meetings or interaction, there will be no discussion of prices to be charged or labor times to be applied
- Likewise, there will not be any discussion or allocation of customers, markets or territories among competitors.
- All such subjects are to be established unilaterally by each without discussion among or agreement with competitors

2021 NABC™ Board Orientation Agenda

- 1) Introductions
 - a) Board Members
 - b) Staff
- 2) Organizational Information
 - a) Mission and Vision Statements
 - b) Evolution of the National Auto Body Council®
 - c) Overview of Programs
 - d) Process for introduction of new programs
 - e) Committees
 - i) Participation
 - ii) Function
- 3) Legal Information
 - a) Bylaws
 - b) Elections and Appointments
 - c) Policy and Procedures
 - i) Whistleblower
 - ii) Conflict of Interest
 - iii) Discrimination
 - iv) Logo
 - v) Confidentiality Statement
 - vi) Attendance
 - d) Other

2021 NABC™ Board Orientation Agenda

- 4) Board Responsibilities
 - a) Board Structure
 - b) Executive Committee responsibilities
 - c) Board Member responsibilities
- 5) General Information
 - a) General Governance
 - b) Meeting format
 - i) Overview of Parliamentary procedures / Roberts Rules
 - c) Financial overview
 - i) Current Approved Budget
 - ii) Current Financial Statement
 - d) Communication / E-Mail Protocol
 - e) Staff's roles
- 6) Board Manual
 - a) Review
- 7) Q & A
- 8) Adjourn

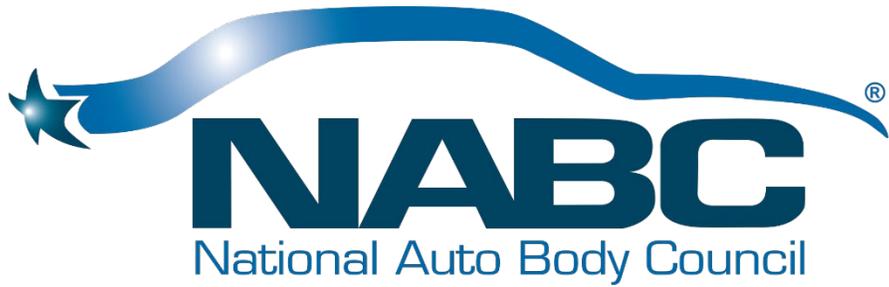
Welcome and Introductions

- Katie Pharr
- Brian Newberry
- Ben Clymer Jr.
- Paul Williams

Staff

- Bill Garoutte – President and Chief Executive Officer
- Linda Sulkala – NABC Recycled Rides® Program Manager
- George Avery – NABC F.R.E.E.™ Program Manager
- Gene Lopez – Co-Chair, Distracted Driving Initiative™ Program
- Deborah Robinson – President, Victory Management Group
- Liz Sullivan – VMG Graphic Design Manager

Organizational Information



ORGANIZATIONAL CHART

NABC Vision:

Automotive Collision Repairers are
Admired Professionals

NABC Mission:

To develop, implement and promote
community-based initiatives that
exemplify the professionalism and
integrity of the Collision Repair Industry



NABC™ Mission and Vision

- **Vision Statement:** Automotive collision repairers are admired professionals.
- **Mission Statement:** To develop, implement and promote community-based initiatives that exemplify the professionalism and integrity of the collision repair industry.

About the National Auto Body Council®

- Evolution of the National Auto Body Council®
 - When it was formed
 - Why it was formed
- Overview of Programs
 - NABC Award Programs
 - NABC Distracted Driving™
 - NABC F.R.E.E.™
 - NABC Recycled Rides®
 - NABC Recycled Rides® For Schools
- Process for introduction of new programs

NABC™ Committees

- Committees
 - Participation
 - Function

Legal Information

Legal Information

- Laws of the Commonwealth of Massachusetts
- NABC™ Articles of Organization
- NABC™ Bylaws
 - Elections & Appointments
- NABC™ Policy & Procedures
 - Whistleblower
 - Conflict of Interest
 - Discrimination
 - Logo
 - Confidentiality
 - Attendance

Board Responsibilities

Board Structure

- A Board of Directors of a non-profit corporation is legally responsible for the organization. Technically, a Board may act in any area of the corporation's business, however, prudence and good management call for the Board to delegate much authority and responsibility to the President/CEO, to the Board Executive Committee and to committees. Board leadership requires, above all, that the Board provide vision. To do so, the Board must first have an adequate vision of its own job. That role is best conceived neither as volunteer-helper nor as watchdog, but as trustee-owner.

Executive Committee Responsibilities

- General duties of an NABC™ Executive Committee member include:
 - ✓ Function and adhere to all duties of a board member at large
 - ✓ Attend all meetings or teleconferences as requested by the President/CEO
 - ✓ Fulfill all obligations to your office as mandated by the By-Laws
 - ✓ Chair or oversee at least one major event or function per term
 - ✓ Be available to assist, or advise any member with a reasonable request

Executive Committee Responsibilities

- General duties of an NABC™ Executive Committee member include:
 - ✓ Expand all communications with the Board, President/CEO or Administrators
 - ✓ Hold and value your office with a level of prestige that will entice other members to seek election to your position upon expiration of your term
 - ✓ With the support of the Board, select, support and evaluate chief staff

Board Member Responsibilities

- General duties of an NABC™ Board member include:
 - ✓ Establish the mission and purpose of the organization
 - ✓ Drive the organization's planning efforts
 - ✓ Approve the organization's program of work and evaluate effectiveness
 - ✓ Ensure the financial solvency of the organization
 - ✓ Help raise resources
 - ✓ Select, support and evaluate chief staff through the Executive Committee

Board Member Responsibilities

- General duties of an NABC™ Board member include:
 - ✓ Advance the organization's public image
 - ✓ Strengthen its own effectiveness as a Board and seek continuous improvement of its own operations and that of the organization
 - ✓ Define and oversee the mission and vision of the organization, keeping it relevant to the needs of the day
 - ✓ Set the overall policy for the organization
 - ✓ Set goals through its approved program of work and provide strategic guidance

Board Member Responsibilities

- General duties of an NABC™ Board member include:
 - ✓ Help raise the necessary financial resources the organization needs
 - ✓ Provide adequate funding through the annual budget to carry out the program of work
 - ✓ Assure compliance with relevant government regulations
 - ✓ Assure compliance with normal standards of fiscal responsibility
 - ✓ Review periodic reports of financial condition and develop plans to resolve any problems that may arise

Board Member Responsibilities

- General duties of an NABC™ Board member include:
 - ✓ Elect officers, in accordance with the By-Laws
 - ✓ Recommend and approve changes to the By-Laws
 - ✓ Fill all vacancies that occur in its membership
 - ✓ Meet as required by the By-Laws
 - ✓ Actively serve on at least one Board Committee
 - ✓ Advance the organization's public image
 - ✓ Participate in an annual review of the Board's effectiveness

Board Member Responsibilities

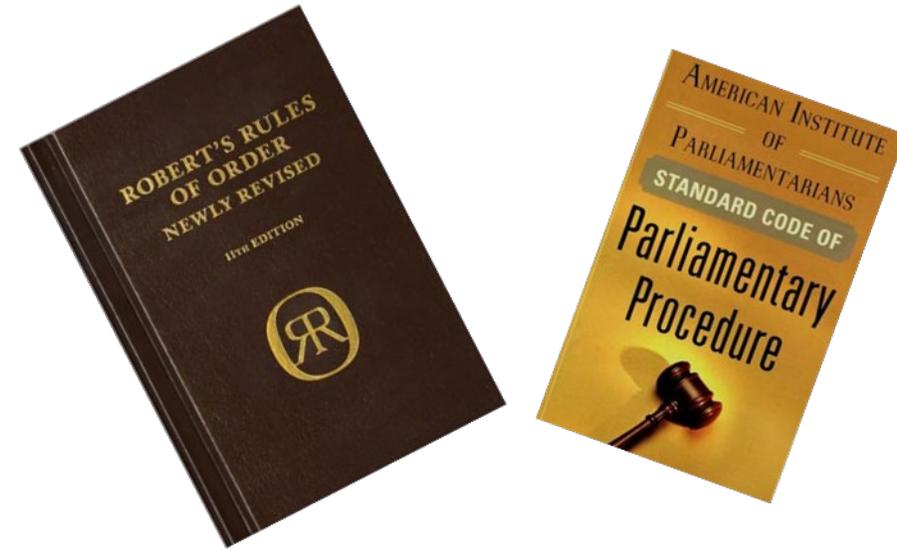
- As individuals, each member should:
 - ✓ Be a dues paying member of the organization
 - ✓ Attend all meetings of the Board, be on time, and stay through the duration
 - ✓ Read materials & information sent to the Board and come prepared to participate in meetings
 - ✓ Seek clarification on any matters or material that is not understood before making decisions
 - ✓ Listen carefully to other Board members and staff with an open mind and an objective perspective

Board Member Responsibilities

- As individuals, each member should:
 - ✓ Actively work together towards decisions and solutions that are in the organization's best interests
 - ✓ Maintain relationships with staff so as to develop trust and respect
 - ✓ Offer suggestions of persons who may be willing to serve on the Board and on committees and task forces
 - ✓ Mentor new Board members
 - ✓ Perform such other duties, within his/her capabilities, as may be requested by the Board Chair

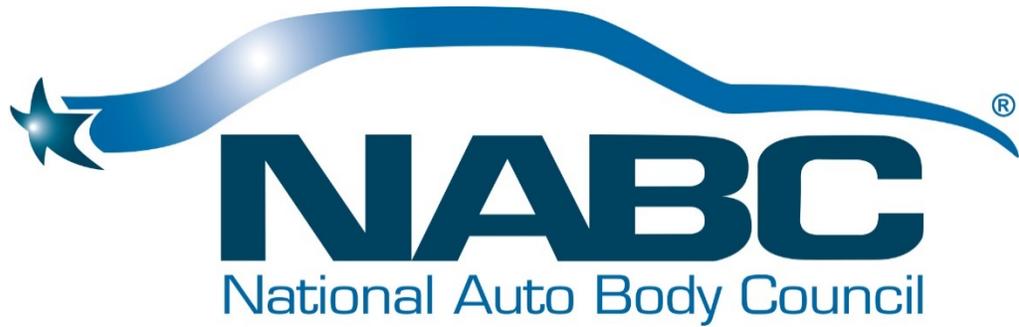
General Information

- General Governance
- Meeting format
 - Overview of Parliamentary Procedures/Roberts Rules



- Financial Overview
 - Current Approved Budget
 - Current Financial Statement
- Communication / E-Mail Protocol
- Staff roles

- Board Manual
 - Review
- Q&A
- Adjourn



THANK YOU

Welcome to the
2021 NABBC™ Board