





Running Together:

Navigating Board and Staff Roles in Nonprofit Race Management

Hosted by: Jennifer Edwards
Executive Director





Panelists:

Dino Pick

Immediate Past Chair



Scott Ghelfi

Chair

Megan Faulkner

Executive Director



Sara Klemme

Executive Director

**MADISON
MARATHON**



KEY TAKEAWAYS





ESTABLISH FRAMEWORKS TO KEEP BOARDS FOCUSED ON GOVERNANCE

- Review/Reinforce Roles and Responsibilities
 - Oversight (Board) vs. Operations (Staff)
 - Strategy/Vision (Board) vs. Execution (Staff)
- Create an Org Chart (*Canva, Lucidchart, Google Slides*)
 - Clarity on Roles, Boundaries, Chain of Command
- Board and Staff On-Boarding Procedures
 - Provide a comprehensive board manual; Hold a formal orientation within first 60 days; Consider Term Limits



ESTABLISH FRAMEWORKS TO KEEP BOARDS FOCUSED ON GOVERNANCE

- Build Committee Charters [View BSMF Committee Charter Template](#)
- Create clear agendas – focus on vision and governance
- Utilize dashboards or reports staff can provide to keep boards informed without micromanagement ([BoardSpot](#))
- Board Chair + ED should meet regularly to stay aligned



HOST AN ANNUAL RETREAT

- Team Building – May need to consider a Facilitator
- Create/Update **Strategic Plan** – ED & Board Chair should align on a general plan prior to the meeting
- Write/refine **Mission + Vision Statements**
- Establish shared long- and short-term goals/objectives

Tip: *Send recap with updated strategic plan and Action Items*



TAKE A FEW MINUTES TO IDENTIFY:

- One board behavior you want to clarify in 2026
- One staff process to strengthen
- One structural change to implement in the next 90 days
- Whether you and your board know what they are supposed to accomplish each year



REFLECT:

- Recognize where your organization is in terms of its development
 - Will change be easy or is it set in its ways?
- Legacy Events with long-time board members require more time and patience
 - Event managers can evolve, adapt, iterate quickly. You may have to adapt your approach accordingly.

Thank you

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