

# MARGARET P. KNELL, MBA

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## Professional Summary

Experienced and accomplished association management professional with a demonstrated history of working with volunteer leaders to advance the strategy and mission of an organization and to ensure governance best practices. Insightful leader with excellent communication and organizational skills and attention to detail.

Competencies include:

**Association Management | Board Governance | Strategic Planning | Volunteer Management  
Membership Development & Engagement | Budgeting & Financial Oversight | Project Management  
Event Management | Legal Compliance | Contract Development & Execution | IP Management**

## Professional Experience

### Governance Consultant

October 2018 – Present

- Development and review of projects, programs and policies in accordance with governance best practices.
- Contract development, review and execution.

### I-CAR, Hoffman Estates, IL

#### Director of Governance/Administration

January 2006-October 2018

- Directed governance operations for both Board of Directors and Board of Trustees, including effective communication and coordination between board, senior leadership team and governance staff to ensure a seamless governance and board experience.
- Managed all activities, programs, and projects related to the Board of Directors, Board of Trustees and related Board Committees (including Executive Committee, Finance Committee, Governance Committee, Strategic Planning Committee, and Recruitment, Development and Succession Committee) consistent with governance best practices. Included committee leadership appointments; oversight of meeting agendas; preparation for and execution of meetings; compilation of minutes, and execution of post-meeting action items.
- Implemented electronic board platform; created annual board assessment program; board mentoring program; skills analysis for board recruitment; assessment of board structure; Bylaws review and update; and training, education and orientation programs for board members and officers (board development).
- Established Board processes in collaboration with the Board of Directors, CEO and senior leadership team to ensure alignment with strategic initiatives and budget process.
- Developed and maintained Bylaws, Board policies, and governing documents including annual report filings in all 50 states and Form 990 compliance.
- Prepared and monitored budgets for Executive Committee, Board of Directors, and associated board committees, including special projects with corresponding fiduciary oversight.
- Managed membership program and annual membership meeting, including administration of the annual Nominating Committee process and vetting of candidates' qualifications.
- Coordinated and facilitated annual strategic board planning session.
- Executed organization legal functions, legal compliance activities, related business processes, and associated budget.
- Developed and executed contracts (end-to-end contract management), non-disclosure agreements, MOU's, and proposals, saving company over \$900K annually in outside resources.
- Ensured adequate protection of organization's domestic and international IP portfolio which included over 25 trademarks, 225 copyrights and review of organization's website to mitigate risk.
- Developed and executed company-wide policies and ensured compliance.

- Implemented governance and legal process improvement initiatives using lean methodology.
- Developed standard operating procedures (SOP's) for governance and legal operations.

### **Manager of Corporate Administration**

2001-2005

- Prepared and distributed agendas, minutes and related meeting materials and support documents for Board and board committee meetings.
- Provided high-level support on governance-related projects and communication.
- Coordinated the orientation of new Board members including the preparation of orientation documents and session planning.
- Maintained board member biographical and contact information, terms of office, signed policies and other board-related materials.
- Managed Membership Program.
- Event management for events including the International Annual Meeting, Membership Meeting, and all tradeshow among others; tasks included onsite logistics, promotion of events, event invitations, travel arrangements, menu selection, budget management, and post-event follow-up including surveys.
- Managed meeting planning staff.

### **Executive Assistant to CEO**

1996-2000

- Provided executive assistance to the CEO including meeting, calendar, telephone, expense report and travel management.
- Prepared written communication on behalf of the CEO and other members of the senior management team. Created reports and presentations and compilation of the annual strategic plan.
- Coordinated annual employee meeting including site selection, logistics and on-site management.
- Managed corporate files including volunteer and meeting distribution lists.
- Maintained a high level of confidentiality in execution of duties.

### **Education**

- The John Marshall Law School; MS, Information Technology and Privacy Law, *with Honors*
- Keller Graduate School of Management of DeVry University; MBA
- John Carroll University; Bachelors, Communications and Business (*Junior Achievement Scholarship*)

### **Honors and Awards**

- Most Influential Women in the Industry (MIW) Award, *Akzo Nobel*
- Cornerstone Award, *Women's Industry Network*
- Woman of Outstanding Contribution Award and Woman of Achievement Award, *Women in Careers*

### **Volunteer Work**

- Governance Committee Chair and Board Member, *WIND*
- Governance Committee Chair, *Association of Consultants to Nonprofits*
- Past Chair; Board of Directors (various Officer roles); and Governance Committee Chair, *Women's Industry Network*
- Governance SIG Co-Chair, *Association Forum*

### **Membership Organizations**

- Board Source; ASAE; Association Forum; ACC- Legal Operations; Women's Industry Network; InTouch Networks; Association of Consultants to Nonprofits

### **Computer and Office Skills**

- Microsoft Office Suite, Outlook, Concur, Director Point, Compliance Bridge