Lessons Learned on Boards
**BOARD & STAFF/GOVERNANCE & MANAGEMENT:**
**SHARED RESPONSIBILITY AREAS, SHIFT AS ORG REQUIRES**

**BOARD & STAFF RESPONSIBILITY SHARING**

**BOARD ROLES: EMPHASIShifts in each ORG LIFE CYCLE PHASE + EACH FUNCTIONAL AREA**

**Governance:** collective policy formation

**Fundraising:** help plan and orchestrate resource development initiatives

**Management Volunteer:** serve as advisor to management and/or perform managerial tasks

**Direct Service Volunteer:** ‘rank and file’ volunteer, providing services to consumer
What do you do professionally?
On what nonprofit & for-profit boards and committees have you served?
How did you get involved with your most recent nonprofit board service?
What drew you to the cause?

What significant changes in board service have you seen over the years?
How have expectations and roles of boards changed?

What “Ah-Ha!” learning moments strike you most about your board service?

Let’s talk about some details of board responsibilities. What Best Practices/Lessons Learned have you experienced in:
✓ Strategic Planning
✓ Boards & Fundraising
✓ Recruiting Good Board Members
✓ Assessing the CEO & Assessing the Board
✓ Role of Executive Committee

Final tips for those leading nonprofit boards
BOARD RESPONSIBILITIES

➢ Oversee and direct all affairs of the nonprofit per its mission, by-laws and the concepts of fiscal responsibility.
➢ Long term planning, marketing, financial development planning, board development, and annual budgeting.
  Day-to-day operation is delegated to the Executive Director/CEO and staff, and their delegated volunteers.
➢ Understand and promote the organization and its mission to corporations, foundations, governmental organizations and to individuals to broaden its service base as well as its financial base.

Board Member duties:
• **Attend quarterly 2-hour Board meetings & actively participate in the governance of the organization.**
  *Members missing 3 consecutive meetings in 1 year can be automatically removed from the board.*
  *Members who need a 3-6 month extended leave of absence, due to personal or professional circumstances, should request one.*
• **Counsel the Board Chair & Executive Director/CEO as needed**
• **Support outreach and fundraising events, by contributing time, money & friends**
• **Annually make an individually significant financial contribution to the organization**
• **Consider including the nonprofit in your estate plans, thereby making a planned gift & leaving a charitable philanthropic legacy**
• **Annually evaluate the work of the Board as a whole**
• **Annually evaluate the work of the Executive Director/CEO**
• **Actively serve on at least one Board Committee**
  *Committee Chair reports at each Board meeting & chairs committee work sessions between Board meetings.*

  The expected time commitment is 4-8 hours per month:
  **Quarterly Board meetings @2 hours + quarterly committees @2 hours + prep/follow up + attend programs, trainings events & fundraisers**

  Board terms are 2 years, with a maximum of two consecutive terms. One-third of the Board rotates each year.
OVERNANCE/ NOMINATING COMMITTEE DESCRIPTION

Overall: General oversight for the effective performance of the Board.

Governance
1. Consider all aspects of the Board and its operation on an ongoing basis and make recommendations to improve performance, in light of the organization’s strategic long range plan
2. Assure regular review and update of Board job descriptions, committee structure, and committee charges
3. Recommend formation of new committees and advisory councils as merited
4. Provide advice and counsel to the Chair of the Board in the selection and appointment of committee chairs
5. Ensure a smooth board leadership succession of qualified Board Officers; propose a slate of Officers to the Board of Directors
6. Ensure ongoing evaluations of meeting effectiveness and Board performance
7. Assure a timely, well-orchestrated orientation process for new Board members
8. Identify and assure implementation of continuing education initiatives for all Board members
9. Identify opportunities for prior board members to continue to be connected to the nonprofit
10. Ensure a timely annual distribution and review of Confidentiality Statement & Conflict of Interest Disclosure Questionnaire. Consider and, if appropriate, make recommendations to the staff and/or Board regarding any ethical and/or conflict of interest issues

Nominating
1. Analyze current Board profile. Identify areas of strength and weakness, considering technical skills and personal talents needed to complement Board diversity
2. Maintain continuous list of potential board members
3. Assist with potential board member information gathering, cultivation & event attendance
4. Assist in targeting appropriate committee service for potential board members, so that Executive Director & Governance Chair can refer to Committee Chairs for initial service
5. Recommend qualified candidates for nomination to the Board
INDIVIDUAL BOARD MEMBER ENGAGEMENT PLEDGE

SERVE, OVERSEE, ADVISE: WISDOM & WORK via Committees & Individual Assignments
What Committee do you currently serve on?
Are there other Committees you are interested in?
What special projects are you individually helping the Foundation with?

CONTRIBUTE FINANCIALLY
☐ Annual Friends Operating Campaign
   @$______________________ donated by date____________________
   ☐ Cash/check  ☐ MC/V Credit card online www.npo.org or paper form  ☐ Stock gift  ☐ Other____________________

☐ Corporate Gift  @$______________________ donated by date____________________

☐ My Planned Gift  ☐ Considering  ☐ Have made arrangements  ☐ Unsure

PROMOTE
☐ Attend Events with Friends:  ☐ Fall Event  ☐ Winter Event  ☐ Spring Event  ☐ Summer Event

Introduce People to the Organization Who Want to Be More Involved in our Mission:
Names/Intro ideas:
1) 

2) 

BOARD MEMBER NAME:________________________________________

Please return to Board Chair or Executive Director/CEO