PALTA Handouts

Wyndham Gettysburg

Saturday, May 9, 23015

**Building a Better Board**

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Agenda: purpose and value | core functions and tough stuff | structure and culture

Goals:

o Validate (commiserate) and troubleshoot with peers

o Exchange and inspire (challenge) each other

o Experiment with models, tools, and resources to use back home

o Generate ideas and next steps

1. Jan Masaoka, What’s the Point of a Nonprofit Board, Anyway? (BlueAvocado Board Café, April 2009) Attached pdf or <http://www.blueavocado.org/content/whats-point-nonprofit-board-anyway>
2. Board-Staff roles task list

WHO DOES WHAT?

Board & Staff Roles & Responsibilities  
by Strategic Management Exchange  
[www.strategicmanagementexchange.com](http://www.strategicmanagementexchange.com)  
S = Staff Responsibility  
B = Board Responsibility  
J = Joint Responsibility  
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BOARD DEVELOPMENT  
1 \_\_\_\_\_ Identify new board members.  
2 \_\_\_\_\_ Recruit new board members.  
3 \_\_\_\_\_ Approve new board members.  
4 \_\_\_\_\_ Enforce term limits and bylaws.  
  
BOARD/COMMITTEES  
1 \_\_\_\_\_ Appoint committee members.  
2 \_\_\_\_\_ Call committee chair to urge action.  
3 \_\_\_\_\_ Promote attendance at meetings.  
4 \_\_\_\_\_ Plan agenda for board meetings.  
5 \_\_\_\_\_ Take minutes at board meetings.  
6 \_\_\_\_\_ Prepare materials for board/committees.  
7 \_\_\_\_\_ Sign legal documents.  
8 \_\_\_\_\_ Insure follow up to board/committee decisions.  
9 \_\_\_\_\_ Settle disagreements between committees.

PLANNING  
1 \_\_\_\_\_ Direct the process of planning.  
2 \_\_\_\_\_ Provide input for long range goals.  
3 \_\_\_\_\_ Approve long range goals.  
4 \_\_\_\_\_ Formulate annual objectives.  
5 \_\_\_\_\_ Approve annual objectives.  
6 \_\_\_\_\_ Monitor achievement of goals & objectives.  
7 \_\_\_\_\_ Provide reports at board meetings & annually.

FINANCE  
1 \_\_\_\_\_ Prepare preliminary budget.  
2 \_\_\_\_\_ Finalize & approve budget.  
3 \_\_\_\_\_ See that expenditures are within budget during the fiscal year.  
4 \_\_\_\_\_ Solicit contributions, financial and in-kind.  
5 \_\_\_\_\_ Organize fundraising & sponsorships.  
6 \_\_\_\_\_ Approve expenditures outside authorized budget.  
7 \_\_\_\_\_ Require and review and annual audit by an independent auditor.  
8 \_\_\_\_\_ Prepare grants and proposals to foundations and corporations.  
  
PERSONNEL  
1 \_\_\_\_\_ Employ the executive director.  
2 \_\_\_\_\_ Interview and hire staff.  
3 \_\_\_\_\_ Interview and place volunteers.  
4 \_\_\_\_\_ Settle problems among staff.  
5 \_\_\_\_\_ Decide on the need for paid positions.  
  
PROGRAMS  
1 \_\_\_\_\_ Assess stakeholder needs.  
2 \_\_\_\_\_ Implement programs.  
3 \_\_\_\_\_ Evaluate program effectiveness.  
4 \_\_\_\_\_ Initiate new programs.  
5 \_\_\_\_\_ Establish program priorities.  
6 \_\_\_\_\_ Train volunteers.  
7 \_\_\_\_\_ Maintain records and prepare reports.  
  
COMMUNITY RELATIONS  
1 \_\_\_\_\_ Meet with community leaders.  
2 \_\_\_\_\_ Write news stories.  
3 \_\_\_\_\_ Develop media connections.  
4 \_\_\_\_\_ Proved spokespersons to media.  
5 \_\_\_\_\_ Represent the organization.  
6 \_\_\_\_\_ Provide linkage to other organizations.

4. Three example assessments

<http://managementhelp.org/boards/evaluation.htm>

<https://www.compasspoint.org/board-cafe/self-assessment-board>

Plus the attached pdf

5. IRS online publication on nonprofit governance practices. Attached pdf.