
BOARD DEVELOPMENT

MODULE I

NON PROFIT BOOTCAMP



BOARD DEVELOPMENT

What is Board Development?

Board Development is structuring your board in areas that will support and strengthen the organization's mission goals. A great nonprofit organization has a great team of involved, supportive, and contributing board members.

These organizations develop the leaders that are serving on their board as well as strengthening the relationship between the board and organization management. You can refer to the Board of Directors of your non-profit organization as the backbone of the organization.



BOARD DEVELOPMENT

Board of Directors are the driving force to organizational planning as no decisions should be made without involving your board.

Since the board's primary role is to assure that all decisions that are made align with the organization's mission statement.

Majority of the work that the board members do during a meeting is related to guiding and directing the non-profit mission as well as making sure that the organization has the resources to advance the mission.



BOARD DEVELOPMENT

When the Executive Director is placed with making program, purchasing, hiring staff, or financial decisions should be decided during board member meetings.

Your Board of Directors should meet at a minimum **once a month** to discuss any changes or updates within the organization.



BOARD DEVELOPMENT

The Board meetings should be documented through meeting minutes where all non-profit decisions that are made during the meeting are formally recorded.



Meeting Minutes

HB09-1293 Oversight and Advisory Board Hospital Provider Fee Meeting Minutes

303 East 17th Avenue, Conference Room 11 AB
April 26, 2016

1. Call to Order

David Livingston called the meeting to order at 3:01 p.m.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

David Livingston, Tom Rennell, Bill Heller, Jeremiah Bartley

B. Members on the Phone

Dan Enderson, George O'Brien, Peg Bumette, Kathryn Ashenfelter, Mirna Castro, Ann King, John Gardner, Chris Underwood

C. Members Excused

Dan Rieber

D. Staff Present

Nancy Dolson, Cynthia Miley, Jeff Wittreich, Yoon Hwang, Dan Pace, Matt Haynes, Heidi Walling

3. Approval of Minutes

Tom Rennell motioned that the minutes of the February 23, 2016 meeting be accepted as amended, **Dan Rieber** seconded. Motion passed.

4. Department Updates

- Medical Services Board initially approved the rules for the 2015-16 hospital provider fee model. Those rules come up for second and final reading in May
- This week we are submitting our response to the Centers for Medicare and Medicaid Services' (CMS) request for additional information on our State Plan Amendment. Expect to have CMS approval soon
- The hospital provider fee enterprise bill (House Bill 16-1420) was introduced and is currently in the House and is scheduled for second reading. If it passes out of the House it will move to the Senate. This bill will repeal the Hospital Provider

BOARD DEVELOPMENT

3 Best Practices for formally recording minutes during Board Meetings:

Prepare ahead of time for the meeting by having the meeting agenda, supportive material, and key documents will allow the note taker to follow the meeting and anticipate the discussion points, actions, and motions that should be recorded. The note taker should have the minutes from the previous meeting as reference.



BOARD DEVELOPMENT

3 Best Practices for formally recording minutes during Board Meetings:

Keep track of action items such as director to-do lists, assigned action items, or follow up items. Although these action items are not necessary to be included in the board minutes these items should be tracked.



BOARD DEVELOPMENT

1. Follow a consistent process since board minutes are essential to demonstrating accountability and disclosure to shareholders, company employees, the investing public it is important that organization and its directors follow a consistent timeline for recording and approving board minutes.



BOARD DEVELOPMENT

Board Meeting Minutes Should include the following components:

- Time, Date, Location
- All Attendees Names
- All Absent Attendees
- Approval Previous Minutes
- Action Items
- Announcements
- Next Meeting Details
- Sign Off Signature

(Use the attached Board Minutes Template for your Board Meetings)



BOARD DEVELOPMENT

Board Members are required to assist with **making legal decisions for the organization** since the board of directors are the governing body of the organization.

They are responsible for providing direction in all management affairs within the organization. They are also responsible for policy making and all legal actions.

There are often times where a non profit organization may need to make legal decisions such as changing the non profit name, filing tax documents, obtaining licenses, providing insurance etc.



BOARD DEVELOPMENT

In this case, Board Members will decide upon the legal decision during a formal board meeting consensus (majority vote of a quorum in most cases) or by a unanimous written consent.

Example: ABC Foundation wants to change the non profit name to ABC Non Profit, the Board of Directors will have to vote and approve this name change in a formal board meeting.



BOARD DEVELOPMENT

Board Development is important to the success of the non profit organization and a **ongoing process**.

Board development is often conducted in training sessions where new ideas can ignite that the board may not consider on their own.

It allows the board members to be developed in several areas where they should be proficient in.



BOARD DEVELOPMENT

Board Members should be development in the following areas:

- **Provides legal protection for the organization**-empowering the board on what to say and what not to say. When board members know what they are liable for they will act as responsible parties of the board and prevent liability issues for the organization and themselves.
- **Increases funding**-board members who are interested in learning about grant research and proposal crafting can greatly increase non profit funding overtime.



BOARD DEVELOPMENT

- **Improves board member productivity-** having your board get training in parliamentary procedures provides board members the opportunity to understand voting procedures and other important matters.
- **Expands the community network-** taking trainings allows board members to network with others in the community.
- **Sparks new ideas-** training often ignites new ideas that the board members can share with the organization.



BOARD DEVELOPMENT

As the non profit founder/Executive Director you should seek different training opportunities **annually** for your board members to participate in.

This Non Profit Bootcamp is a great source for board members and new information will always be updated through this lifetime access of this program.

However, there's several other opportunities through the **Center for Non Profit Management** that Board Members can participate in.



BOARD DEVELOPMENT

Board Members are responsible for driving the mision and vision of the non profit organization.

It is the board's responsibility to assure that the founder stays within the organization's mission and vision goals.



BOARD DEVELOPMENT

Example: Founder/Executive Director John Doe of ABC Foundation wants to solicit funding for his organization to purchase a vehicle to transport children to the afterschool program.

John will need to present this idea to his board of directors and the board will have to be sure that this purchase of this vehicle stays within the organization's mission and vision goals.

Lets say that the mission of this organization is “ To equip children with afterschool homework and tutoring assistance to improve test scores and college acceptance”. The board can make a approval decision so that this vehicle can be purchased to transport children to the afterschool program. In this case ABC Foundation can seek funding opportunities that will help them purchase this vehicle.



BOARD DEVELOPMENT

Components to Building a strong team of Board Members

Assign Committees- Your board members should serve on at least one committees to steer the committee towards the information that the board needs.

Since most of the work is done in committees it is best to assign each board member to a committee that they are interested in.

Hello,
new board
member!

BOARD DEVELOPMENT

Components to Building a strong team of Board Members

There are different types of committees that your board members can be apart of such as **Executive Committee, Audit Committee, Finance Committee, Membership Committee, Program Committee, Board Resources Committee, Capital Campaign Committee_etc.**

Board Committees can be assigned by assessing board members skills to determine and assist them with joining the committee that best matches their skill set. **(Use the attached onboarding Board Member Profile Sheet)**

Hello, new board member!

Skill Type	Areas of Expertise (mark yes or no)
Legal Expertise	
Financial Management/Accounting	
Marketing Skills	
Program Expertise	
Long Range Planning Skills	
Communication Skills	
Leadership Skills	

BOARD DEVELOPMENT

Components to Building a strong team of Board Members

Board Demographics- A diverse team of board members creates a powerful dynamic that is ready to meet the challenges that can come before the organization.

A lot of women sit on the board of many organizations however it is welcoming to have a diversity among gender and age.

Hello,
new board
member!

BOARD DEVELOPMENT

Components to Building a strong team of Board Members

Board Member Performance- It is important for the board members to review their own performance individually and collectively.

Often times the Executive Committee, Governance Committee or Board Resources Committee can oversee board members performance.

Hello,
new board
member!

BOARD DEVELOPMENT

Components to Building a strong team of Board Members

Board Strategic Planning- the non profit board should meet annually to Strategically Plan according to the organization's mission.

A great way to do this is by planning a annual board member retreat to discuss the prior year and planning for the upcoming year.

You can use the provided **Strategic Planning Guide** at the end of this training to initially plan for the organization and refer back to it each year.

Hello,
new board
member!

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Hello,
new board
member!

BOARD DEVELOPMENT

Components to Building a strong team of Board Members

Board Member Recruiting- there are several steps that should be taken before inviting a someone to serve on your board.

The resources committee should obtain **resumes and profile sheets** on potential board member candidates that contain the person's contact information, areas of influence, and skills.

Hello,
new board
member!

BOARD DEVELOPMENT

Recruiting Board Members

The resources committee should meet annually and work with the board to help find the best candidates for future board members after reviewing board resumes and or profile sheets.

The first step that the resource committee should take is to analyze the **strengths and weaknesses** of the existing board.

Another task of the resource committee is to write descriptions of the board and committee positions, so that candidates will know exactly what is expected of them. The committee should classify board members according to the **diversity they represent, their skills, and network contacts**.



BOARD DEVELOPMENT

Recruiting Board Members

Non-Profit Tip!

When getting started as a new 501c3 non profit organization it is suggested that you should analyze the strengths and weaknesses of your non-profit and seek to fill the weaknesses with board members that can match that skill set.

As you network and share the good news about your non-profit mission, you'll meet individuals who can potentially serve on your board if they are interested and passionate about the organization's mission.



BOARD DEVELOPMENT

Set Expectations for Board Members

Always set the expectations for your onboarding board members by informing them that **fundraising is part of the role.**

Include a **annual board member contribution amount in the board member agreement** and that they must participate in fundraising to support the organization's mission.

(Please use the attached Board Member Agreement and Board Member Role Description for onboarding board members)



BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

It is an absolute necessary task to get board members involved in fundraising as it is an essential part to keeping the organization prospering. Your board members should contribute **financially, assist with raising funds, or both.**

You should not participate in fundraising efforts without your board being apart of the fundraising activities.

Fundraising

BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

There are several ways that you can include board members in fundraising efforts.

Example: Let's say that we are preparing for your non profit's annual Silent Auction Fundraising event which is a high revenue generating event.

You will need your board members to participate in fundraising efforts to bring in revenue **before and during this event.**

Fundraising

BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

Fundraising **best practices** for board members is to remember that fundraising comes from a organic passion for the cause, sharing a memory of the organization in fundraising conversations, and finding the fundraising outreach opportunity that fits each board member.

Some board members will be ok with making calls and others may just prefer to post on their social media platforms.

You should allow the board member to participate in the fundraising effort that makes them feel comfortable.

Fundraising

BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

Your board members can participate in the below activities for your fundraising events or during scheduled times throughout the year:

Board Member Calls- this will allow your board members to call important major donors and members of the community.

You should keep track of donors, city officials, and any community members that have supported the organization by using a donor tracking system to track donor information such as Evertaction donor tracking software.

Fundraising

BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

Making Board Members media liaisons-since board members are often vocal and visible members of the community when they are business leaders, politicians etc.

You can get these type of board members to write articles about the non-profit organization or fundraising event to local newspapers for free publication.

Fundraising

BOARD DEVELOPMENT

Getting Board Members involved in Fundraising

Publicizing Fundraising on social media-getting board members to solicit donations for the nonprofit on their social media becomes an easy way to get board members involved in fundraising.

This will allow the board members to solicit donations using their existing social media **platforms (Face Book, Instagram, LinkedIn, Twitter)** in a way that is more comfortable for them.

Board members can educate people about the nonprofit mission, invite people to fundraising events whether in person or virtual, and ask for dollar amount donations from their existing social and professional networks. **Social media is one of the best practices for fundraising these days.**

Fundraising

BOARD DEVELOPMENT

The word "Assignment" is rendered in a white, 3D-style serif font with a drop shadow. It is centered over a collage of overlapping, rectangular paper scraps in various colors: red, orange, yellow, green, blue, and purple. The scraps are layered and slightly offset, creating a sense of depth and movement.

Assignment

BOARD DEVELOPMENT

Module 1 Assignment

1. Edit Board Member Agreement and Role Description tailored to your non profit organization and specify board member annual **financial contribution amount**.
2. Schedule your next board member meeting with your current board virtually if you have not met for this month yet. If you plan a virtual meeting you can use **Zoom, FaceTime, or Google Meet**.
3. During Board Meeting go over Board Member Agreement/Role Description and have your Board Members sign the agreements, complete Board Member Profile Sheet, and Board Bios (Board Bios are required of many grant funders)
4. Have the Secretary keep board minutes or someone during the Board Meeting using the Board Minutes Template. (Use the Board Minute Template for every board meeting)
5. Following this meeting assign committees for Board Members after reviewing their profile sheets and schedule monthly meetings.

