



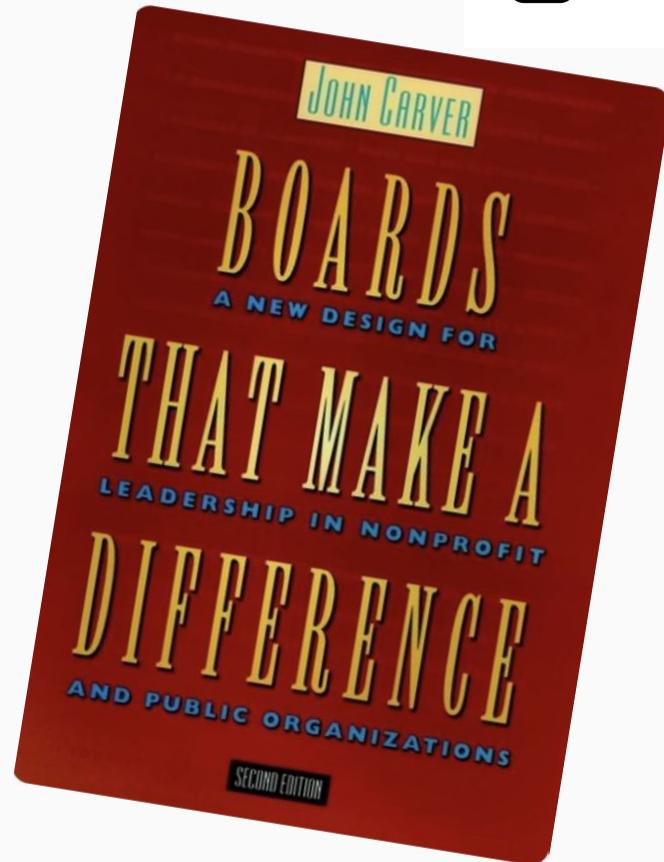
**Coach**  
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Week 08  
Boards that make a difference

# Boards that Make a Difference

## Agenda:

- o Introducing Board Governance
- o Building a Board
- o Recruitment and Engagement
- o Governance Basics
- o Committees



# Boards that Make a Difference



## Introduction to Board Governance

- o Roles and responsibilities:  
governance, fundraising, and strategy.

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# Boards that Make a Difference



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- o Founders vs. non-founders working with boards.
- o Accountability

# Boards that Make a Difference



## Building the Board

- o Key traits:
  1. Skills (nonprofit leadership, board leadership, accountant, lawyer, marketing, your industry)
  2. Diversity
  3. Passion for the mission
  4. Networks
  5. Money

# Boards that Make a Difference



## Building the Board

Key Characteristics:

1. Open to others' ideas
2. Engaging
3. Thoughtful
4. Curious

# Boards that Make a Difference



## Board Recruitment and Engagement

1. Recruitment strategies: networks, partnerships, and events.
2. Onboarding:
  - a. train and engage board members effectively.
  - b. be sure your board members know what you expect of them
3. Retention: Recognition, meaningful participation, and clear expectations.

# Boards that Make a Difference



## Governance Basics

- o By-laws
- o Policy Design (For policy governance boards).  
Written Policies.

# Boards that Make a Difference



**There are specific ways to write good policies:**

This is about making rules for how the organization and the board will operate.

The board governs through one voice (collective action, not individual trustees).

The ED is accountable to the board as a whole — not to individual members.

The board holds itself accountable for policy compliance and performance.

# Boards that Make a Difference



## Four Kinds of Policy:

1. Ends
2. Means
3. Board-Staff Relationship
4. Board Self-Governance

# Boards that Make a Difference



## 1. Ends Policy:

Why do you exist?

# Boards that Make a Difference



## 2. Executive Limitations

- Financial planning and budgeting
- Human resource practices
- Communication and treatment of stakeholders

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## 3. Board–Executive Relationship

- Delegation to the executive
- Executive accountability
- Evaluation of executive performance

# Boards that Make a Difference



## 4. Board Self Governance

- Board job description
- Board chair role
- Code of conduct
- Board self-evaluation

# Board Committees



- **Governance** (*always*)
- **Finance and Audit**
- **Development/Fundraising**
- **Program**
- **Others**
  - a. **Outreach**
  - b. **Event(s)**
  - c. **Research**

# Board Tools & Templates



- Board Handbook & Annual Calendar
- Meeting Agenda/Minutes
- Committee Job Descriptions
- Member Application
- Board Member Self Assessment

ORGANIZATIONAL NAME	
ANNUAL CALENDAR	
<b>Fiscal Year</b>	January 1 - December 31
<b>Meeting Schedule</b>	Normally scheduled in February, May, August, & November
<b>Reporting Schedule</b>	February: Annual Meeting Elect Officers Review and Approve Financial Policies External Group Consultation (as directed by Board) Ends Policy Review Approve FY New Budget Program Report (provided 1 week ahead of meeting) Development Report (provided 1 week ahead of meeting) Financial Activities, Compliance & Budget Comparison Report (provided 1 week ahead of meeting)
May:	Board-Staff Linkage Policy Review Program Report (provided 1 week ahead of meeting) Development Report (provided 1 week ahead of meeting) Financial Activities, Compliance & Budget Comparison Report (provided 1 week ahead of meeting)
August:	Executive Limitations Policy Review Program Report (provided 1 week ahead of meeting) Development Report including <u>year-end planning/activities</u> (provided 1 week ahead of meeting) Financial Activities, Compliance & Budget Comparison Report (provided 1 week ahead of meeting)
November:	Compensation Committee Recommendations Board Self Governance Review Program Report (provided 1 week ahead of meeting) Development Report (provided 1 week ahead of meeting) Financial Activities, Compliance & Budget Comparison Report (provided 1 week ahead of meeting) Auditor Approval



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