Table II:10 – Examples of Management Systems for Specific Functions

Management System for Board of Directors					
Inputs	Processes				Outputs
	Planning	Developing	Operating	Evaluating	
▪ Past evaluation results of Board ▪ Annual calendar ▪ Mission, vision, values, goals ▪ Community leaders ▪ Experts ▪ Staff ▪ Best practices on Boards	▪ Board policies and procedures ▪ Job descriptions ▪ Board organization chart ▪ Board Committee work plans	▪ Form Board Develop. Committee ▪ Recruit members ▪ Provide Board Manual ▪ Train members about Boards ▪ Orient members about nonprofits ▪ Organize members into committees	▪ Attend meetings ▪ Research, discussions, debates ▪ Motions, decisions ▪ Strategic planning ▪ Supervise CEO ▪ Public relations ▪ Review programs ▪ Review financials ▪ Fundraise	▪ Meeting evaluations ▪ Quality of attendance, participation, teamwork, strategic decisions? ▪ Board self-evaluation annually ▪ Board Develop. Plan to address results of evaluations	▪ Board minutes with decisions ▪ Directions to CEO ▪ Public speeches ▪ Program reviews ▪ Financial reviews ▪ Donations ▪ Board Develop. Plan ▪ Updated Board policies and procedures

Management System for Strategic Planning					
Inputs	Processes				Outputs
	Planning	Developing	Operating	Evaluating	
▪ Past evaluation results of nonprofit ▪ Past Strategic Plan ▪ Board, staff members ▪ Community leaders ▪ Researchers ▪ Program experts ▪ Best practices on planning	▪ Clarify purposes of planning ▪ Decide time span of Strategic Plan ▪ Select planning model ▪ Select participants ▪ Identify needed outside help ▪ Identify needed materials	▪ Form Planning Committee ▪ Hire, orient facilitator ▪ Announce planning process ▪ Train on strategic planning ▪ Orient experts on nonprofit ▪ Design research plans ▪ Schedule sessions	▪ Develop/ review mission, vision, values ▪ External analysis ▪ Internal analysis ▪ Establish strategic goals ▪ Develop action plans ▪ Develop Operating Plan ▪ Develop Budget	▪ Provide clear mission, goals, actions, budget? ▪ Satisfaction checks during planning ▪ Plan being imple-mented? ▪ Imple-mentation on schedule?	▪ Strategic Plan ▪ SWOT information ▪ New/updated mission, vision, values, goals ▪ Action plans ▪ Operating Plan ▪ Budget ▪ Performance goals for Board and staff