Building Your Board: Strategies for Board Composition, Function and Governance

Seminar - April 11, 2006 - Glendale Public Library

Board Composition

* Who should serve on a nonprofit’s board? (integrate with strategy; the “who’s” and the “do’s”)
* Identifying potential members (current board/staff, other nonprofits, community leaders)
* Recruiting potential members (initial approach, setting parameters, initial orientation)
* Retaining members for their full term (finding legitimate self-interest, temperature checks)
* Rotating or removing members (board terms; review of board composition)

Board Function

Ten Basic Board Functions (from BoardSource)
1 - Determining the organization’s mission and purpose
2 - Selecting the CEO
3 - Supporting the CEO and assessing his/her performance
4 - Ensuring effective organizational planning
5 - Ensuring adequate resources
6 - Managing resources effectively
7 - Determining and monitoring the organization’s programs and services
8 - Enhancing the organization’s public image
9 - Ensuring legal and ethical integrity and maintaining accountability
10 - Recruiting new board members and assessing the board’s own performance

* Board self-assessment (purpose, structure, processes, internal/staff relationships, rewards, resources - make this topic for a board meeting)
* Board positions (chair, vice-chair, secretary - legal and organizational requirements)
* Board committees (finance/audit, personnel, fundraising, recruitment, executive)
* Board diversity (example of National 4-H Council and youth members)
* Board orientation, education and training (knowledge and skill development, new legalities)
* Board communication (e-mails, interim meetings by phone or in person, regular meetings)
* Board manual/agenda (combined docket for single vote, print or electronic versions)

Board Governance

* Theory of Governance (Carver’s “Policy Governance Model” focused on shareholder value)
* Strategic Planning (Backer Model - maximum of 4-pages so it will be used)
* Information (990, audit, financial statements, salary information, liability insurance)
* Fundraising (fundraising committee, give or get requirements)
* Legal Compliance (Nonprofit Integrity Act)
* Conflict of Interest and Sunshine Laws
Resources

Alliance for Nonprofit Management  www.allianceonline.org


*Board Café*, e-newsletter published by CompassPoint

BoardSource  www.boardsource.org

California Association of Nonprofits  www.canonprofits.org

Carver Board Governance  www.carvergovernance.com


Center for Nonprofit Management  www.cnmsocal.org

CompassPoint NonProfit Services  www.compasspoint.org

Society of Corporate Secretaries and Governance Professionals  www.governanceprofessionals.org

Third Sector New England  www.tsne.org


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