Nonprofit Board of Directors Workshop

Board Member Roles and Responsibilities

PRESENTED BY:
KELLY COONEY
HOUSING ASSISTANCE COUNCIL
AUGUST 27-28, 2015



HOUSING ASSISTANCE COUNCIL

- Established in 1971
- National nonprofit organization
- Created to increase the availability of decent and affordable housing for low-income people in rural areas throughout the U.S.
- Provide services to local, state, and national organizations

HOUSING ASSISTANCE COUNCIL

Housing Assistance Council

1025 Vermont Ave Ste 606 Washington DC 20005 (202) 842-8600 hac@ruralhome.org www.ruralhome.org

Southeast Regional Office

600 West Peachtree Street NW Ste 1500 Atlanta, GA 30308 (404) 892-4824 southeast@ruralhome.org

Midwest Regional Office 10100 N Ambassador Dr

Ste 310 Kansas City, MO 64153 (816) 880-0400 midwest@ruralhome.org

Southwest Regional Office

7510 Montgomery, NE Ste 205 Albuquerque, NM 87109 (505) 883-1003 southwest@ruralhome.org

West Regional Office

717 K Street Ste 404 Sacramento, CA 95814 (916) 706-1836 west@ruralhome.org

UPCOMING TRAININGS

Section 502 Packaging Training for Nonprofit Housing Developers

Follow the discussion online at <u>#rural502</u>

September 1-3, 2015 - Bismarck, ND Cost: \$400

Utilizing the LIHTC Program

September 15-16, 2015 - Charleston, SC Cost: \$75

Visit www.ruralhome.org or Contact Shonterria Charleston, 404-892-4824 ext. 27 shonterria@ruralhome.org



Board Member Roles and Responsibilities

What's the big deal?

BENEFITS OF BEING A NONPROFIT ORGANIZATION

- Exempt from federal corporate income taxes
- May also be exempt from state and local property taxes and sales taxes
- Donations to nonprofit organizations may be deducted from the donor's income taxes

WHY CAN NONPROFIT ORGANIZATIONS BE TAX EXEMPT?

Possibilities Include:

- Nonprofit organizations relieve the government's burden
- Nonprofit organizations benefit society
- Taxing nonprofit organizations would be difficult and counterproductive

REQUIREMENTS TO RECEIVE TAX EXEMPT STATUS

- Seek to improve the public good
- May not distribute earnings for private benefit
- Have a group of directors or trustees to act as the gaurdian of the public's trust

Board Member Roles and Responsibilities

Do's and Don'ts for the Board of Directors

DEFINE THE ORGANIZATION'S MISSION

- Announce your commitment to the public good with your mission statement
- Ask, "How does this decision further our organization's mission?"
- May change over the life of an organization



DEVISE AN ACTION PLAN

- Attempt to turn goals into realities
- Consider short-term and long-term goals
- Clarity and detail important



DELEGATE RESPONSIBILITY FOR PLAN IMPLEMENTATION

- Delegate to executive director or a board committee
- Effective delegation requires effective communication



SERVE AS AN AMBASSADOR

- Represent the organization to the public, stakeholders, funders, and the media
- Speak with one voice
- Open doors for the organization



SAFEGUARD ASSETS AND ENSURE THE AVAILABILITY OF RESOURCES

Money:

Know how much there is and how it is spent

- Oversee fiscal policies
- Oversee fundraising
- Put your money where your mouth is

Staff:

- Hire the executive director
- Evaluate executive director's performance
- Oversee personnel policies

MONITOR AND EVALUATE

- The executive director
- Your action plan
- Your policies
- Your programs
- Yourselves



REPORT YOUR PROGRESS

- To your members
- To your funders and partners
- To potential funders and partners



ROLES AND RESPONSIBILITIES

- DON'T engage in day to day operations
- **DON'T** hire staff other than the executive director
- *DON'T* make detailed program decisions without consulting the staff

SAMPLE JOB DESCRIPTION

Position Title: Member of the Board of Directors

Length of Term:

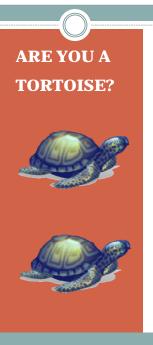
Reports To: Entire Board of Directors

Responsibilities:

- •
- •
- •
- •

Exercise

Are You a
Tortoise,
Hare, or
Thoroughbred?



A TORTOISE:

- Likes to move ahead slowly and steadily.
- Doesn't let others rush her.
- Finds strength from pulling in her head.
- Has a strong protective shell.
- Doesn't take unnecessary risks.
- Prefers life on an even keel without crisis.
- Paces herself, takes one thing at a time.



A HARE:

- Moves with quick starts and stops.
- Produces well under pressure.
- Finds strength in exploration and challenge.
- Is fragile, agile and lucky.
- Enjoys risks and adventures.
- Hops from crisis to crisis, is easily distracted.
- Always has many irons in the fire.



A THOROUGHBRED:

- Has an economy and grace of movement.
- Can vary pace according to situation.
- Engages in a lot of practice/prep to ensure top-flight conditioning.
- Is always under control.
- <u>Thrives</u> on competition and challenge.
- Has clear goals with mileposts to mark progress along the way.
- Always has something left for the stretch.