

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



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UPCOMING TRAININGS



Section 502 Packaging Training for Nonprofit Housing Developers

Follow the discussion online at [#rural502](#)

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
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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 guardian 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

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Manifest excellence beyond a paradigm of betterment with magnitude for implementation of probity and cohesion with coalescence and diversity of purpose steadfast, bounded only by our prescience and predestination as we gloriously emanate eminence for the divine unified triumph toward quintessential destiny!



"I'm not satisfied with the new mission statement.
I can still understand parts of it."

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?*

ARE YOU A TORTOISE?



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.

ARE YOU A
HARE?



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.

ARE YOU A
THOROUGH-
BRED?



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.
- *Thrives* on competition and challenge.
- Has clear goals with mileposts to mark progress along the way.
- Always has something left for the stretch.