

Nonprofit Board Membership: From Basics to Beyond

THE ROLE OF YOUR ORGANIZATION'S BOARD OF
DIRECTORS

PRESENTED BY:

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HOUSING ASSISTANCE COUNCIL
AUGUST 27-28, 2015



Upcoming Training

Section 502 Packaging Training
for Nonprofit Housing Developers

Follow the discussion online at [#rural502](https://twitter.com/rural502)

Tuesday, September 1, 2015 - Thursday, September 3, 2015
Bismarck, ND

Cost: \$400

Register online @ <http://www.ruralhome.org/hac-services/training>
Shonterria Charleston, 404-892-4824 ext. 27 or shonterria@ruralhome.org



Agenda

1. Board Development
2. Board Recruitment
3. Board Member Tools
4. Board Meetings
5. Q & A



Training Poll

Who is in this workshop?

1. Board Member
2. Executive Director
3. Nonprofit Staff
4. Other



Considering Board Development



- Does your board operate at the same level as your organization?
- How can the board of directors better help the organization?
- How can you help the board of directors to operate at a higher level?

Getting Started - Board Development



- Make board development a priority
- Get 'buy-in' from key people
- Recognize that change does not happen overnight
- Recognize that board development is an ongoing process
- Formalize goals and prepare to measure them
- Recognize and value accomplishments

Board Recruitment



- Step 1: Create a Nominating Committee
- Step 2: Identify Needs on the Board of Directors
- Step 3: Identify Candidates that Meet Your Needs
- Step 4: Create a Plan To:
 - ✓ Invite
 - ✓ Train
 - ✓ RetainYour Board Members



Board Member Recruitment and Training Tools



- Board Member Biographies
- Board Composition Analysis Chart
- Board Member Job Description
- Board Manual
- Evaluations
- Assessment of Training Needs



Board Member Bios



- Don't learn useful information after it is too late.
- Help match board members with tasks they have both the *desire* and *ability* to complete.
- Board members cannot be expected to know what information about themselves could be useful to the organization.

Board Composition Analysis Chart



- Determine the skills and perspectives needed to assist the organization *before* you select new board members.
- Increase productivity and effectiveness by ensuring you have the right mix of people on the board.

WANTED:

Board Member

Desperate organization seeks person with a pulse to fill board position. No evenings or weekends.

Board Member Job Descriptions



- How can potential board members know what is expected of them if you have not told them?
- Job descriptions can be as simple or complex as your organization dictates.
- But, they are only effective if enforced!



Job Description for Nonprofit Board Members



- Position Title: Member of the Board of Directors
- Length of Term: _____
- Reports To: Entire Board of Directors
- Responsibilities:
 -
 -
 -
 -
 -
- The successful board member:
 -
 -

Job Description for Nonprofit Board Members



- Position Title: Member of the Board of Directors
- Length of Term: Two years (three term limit)
- Reports To: Entire Board of Directors
- **Responsibilities:**
 - Attend all board meetings and appropriate committee meetings
 - Serve on at least one committee or offer to take on special assignments
 - Review agenda and supporting documents prior to meetings
 - Keep informed about organization's mission, services, policies and programs
 - Make a personal financial contribution to the organization
- **The successful board member:**
 - Possesses an interest in affordable housing and community development
 - Possesses strong listening and communication skills

Workshop Poll



Should board members be required to make a financial contribution to the organization?

1. No
2. Yes
3. Yes, but added time/assistance with fundraising activities can count in lieu of a cash contribution.

Board Manual Table of Contents



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- 2.
- 3.
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- 7.
- 8.
- 9.
- 10.

Board Manuals



- Help board (new and old) members to be productive by providing them with everything they need at their fingertips.
- Board manuals are easy to create because they consist of things your organization already has on the shelf.



Board Member Evaluations



- An annual evaluation gives boards an opportunity to step back and 'take stock'.
- Self-motivation can be powerful.
- Evaluations can help determine training needs.

Proactive Meetings

- Organize and prepare
 - Agenda items should have a purpose
 - Send out materials before the meeting
 - Board members prepare questions ahead of time
- Adopt a consent agenda
- Explain agenda items and set expectations
- Utilize written reports
- Effective time management



Fostering Participation



- Enhance board member connections
 - Board mentors
 - Make time for announcements unrelated to board work
- Recognize the value of discussion versus 'group think'
- Engage in team building exercises
- Provide additional opportunities for education
- Get creative
- Have tough discussions with individual board members

Annual Calendar



- Identify topics that require regular review
- Stagger topics for focus throughout the year
- Utilize board committees
- Respect the committee's advance preparation
- Utilize board retreats

I'm really swamped with things I shouldn't be spending time on right now.



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Questions and Answers

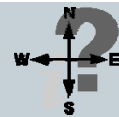


Resources



Important Websites:

- boardsource.org
- compasspoint.org
- enterprisecommunity.org
- foundationcenter.org
- councilofnonprofits.org



Contact



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Wrap Up



**Materials from today's workshop
will be available on HAC's
website.**

www.ruralhome.org

