

Nonprofit Board Basics



Welcome to HAC's webcast!

The webcast, sound, and recording will begin at 2:00 pm EST.

To submit a question during the webinar please use the chat box on the lower right-hand side of the screen. If you would like to verbally ask a question, please click the "Raise Hand" button at the top of the screen.

Nonprofit Board Basics



Rural Community Development Initiative (RCDI)

Presented by:

Pam Dorr, Hale Empowerment and Revitalization Organization

Kelly Cooney, Housing Assistance Council

HOUSING ASSISTANCE COUNCIL

June 18, 2014



Housing Assistance Council

Building Rural Communities



- 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

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Upcoming Webinars/Trainings



From Shelter to Shelter: Housing Veterans in Rural America

Date: June 25, 2014

http://ruralhome.adobeconnect.com/e7t536khd3s/event/event_info.html

Nonprofit Board Membership: From Basics to Beyond

Date: July 16, 2014

http://ruralhome.adobeconnect.com/e4tqikl3etl/event/event_info.html

Canal Street Housing: Housing Homeless Veterans

Date: July 23, 2014

http://ruralhome.adobeconnect.com/e29kox823wn/event/event_info.html

Nonprofit Strategic Planning

Date: July 30, 2014

http://ruralhome.adobeconnect.com/e5ar1plgk8s/event/event_info.html

Acquisition Rehabilitation for Rural Nonprofit Housing Development – New Orleans, LA

Date: August 12-14, 2014

<https://www.regonline.com/AquisitionRehab2014>

Sharpening Your Skills: Financial Management for Nonprofits – New Orleans, LA

Date: August 12-13, 2014

<https://www.regonline.com/NewOrleans-FM2014>

Register online @ <http://www.ruralhome.org/hac-services/training>

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

Types of Nonprofit Boards



Administrative Board



- In control of the organization at all levels (policy, planning, activities, and supervision)
- Performs day-to-day operations (because there is no paid staff)
- Raises money through events or fundraising
- Board members may have been involved in founding and establishing the organization

Working Board



- Hires an Executive Director
- Works closely with Executive Director to ensure programs can be implemented
- Begins thinking about major fundraising needs to support growth
- Board composition can change or expand as some board members are added and founders may be leave

Governing Board



- Hires and supervises the executive director
- Engages in policy-making, strategic planning, and the evaluation of the needs of the organization
- Day to day operations, including staff hires and supervision, is overseen by the executive director
- Board and staff share fund-raising responsibilities – each with their respective roles and responsibilities

Advisory Board



- Provides advice and counsel for an organization
- No supervisory duties
- Depending on focus of an advisory board, it may interact directly with staff other than the Executive Director

Roles and Responsibilities



**THE DO'S AND DON'TS OF
NONPROFIT BOARDS OF DIRECTORS**

Define the Organization's Mission



- Announce your commitment to serving the public good
- Communicate the goals of the organization
- Always ask, “How does this decision further our organization’s mission?”
- Mission statements can change over the life of the organization



Serve as Ambassadors



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

Devise an Action Plan



- Develop an annual action plan
- Consider short-term and long-term goals
- Clarity and detail are important in setting benchmarks
- Allocate funds to each activity
- Engage in strategic planning whenever appropriate

Delegate Responsibility for Plan Implementation



- Delegate to the Executive Director or a Board Committee
- Effective delegation requires effective and ongoing communication

Safeguard Assets and Ensure Sufficient Resources



Safeguard Assets and Ensure Sufficient Resources



MONEY:

- Know how much there is and how it is spent
- Exercise fiduciary responsibility and be transparent
- Oversee fiscal policies and procedures
- Oversee conflict of interest policies and procedures
- Oversee fundraising
- Put your money where your mouth is

Safeguard Assets and Ensure Sufficient Resources



PROPERTY:

- Know what property there is and where it is
- Oversee asset management policies and procedures
- Oversee procurement policies and procedures

Safeguard Assets and Ensure Sufficient Resources



STAFF:

- Hire the Executive Director
- Evaluate Executive Director's performance
- Review organizational staffing and personnel budget
- Oversee personnel policies and procedures
- Oversee succession planning

Monitor and Evaluate



- Executive Director
- Annual action plan
- Programs, performance, productivity
- Corporate documents
- Policies and procedures
- Your community's needs
- Board of Directors



Report Your Progress



- Membership, if applicable
- Funders and partners
- Potential funders and partners

Boards of Directors DON'Ts



- DON'T engage in day to day operations
(unless it is an administrative board)
- DON'T hire staff other than the Executive Director
- DON'T make detailed program decisions without consulting the staff

Board Member Job Description



Position Title: Member of the Board of Directors

Length of Term: _____

Reports to: Full Board of Directors

Responsibilities:

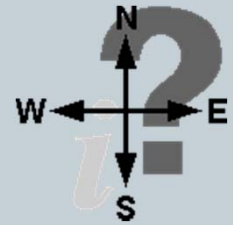
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Resources

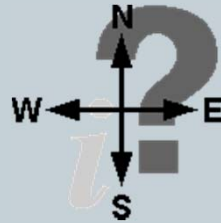


Important Websites:

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



Questions



Contact



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Wrap Up



Materials from today's webinar
and the recording will be available
on HAC's website.

www.ruralhome.org

