

BOARD OF DIRECTORS HANDBOOK

Include in this manual:

- Copy of the by-laws.
- Job Description for board members and committee chair people, including term limits and rotations.
- Addresses, phone numbers, and fax numbers for all board members.
- Descriptions of all committees.
- An organizational chart (who reports to whom and when).
- Board policies and procedures manual.
- Scheduled meetings for the next twelve months, including committee meetings.
- Financial statements of the organization for past two years. Copy of the projected budget for current year.
- Fundraising plans and minimum solicitation requirements for the board members.
- Minutes from meetings of the past year.
- Any brochures and marketing information that is pertinent to the board.

BOARD STANDING COMMITTEES

- ❑ BOARD ORIENTATION
- ❑ INVESTMENT COMMITTEE
- ❑ NOMINATING (BOARD) COMMITTEE
- ❑ AUDIT COMMITTEE
- ❑ FINANCE COMMITTEE
- ❑ MASTER PLAN COMMITTEE
- ❑ MARKETING COMMITTEE
- ❑ FUND DEVELOPMENT (SPECIAL EVENTS COMMITTEE)

Board Query

NAME _____

**INDIVIDUAL BOARD MEMBER ASSESSMENT
RATE YOUR SKILL LEVEL FOR EACH DOMAIN
1 BEING THE LOWEST
10 BEING THE HIGHEST**

INDIVIDUAL SKILL/KNOWLEDGE	1	2	3	4	5	6	7	8	9	10
KNOWLEDGE OF PERFORMING TREE PROGRAMS										
ADMINISTRATION EXPERIENCE										
FISCAL MANAGEMENT EXPERIENCE										
FINANCE/ACCOUNTING										
BANKING AND TRUST										
INVESTMENTS										
FUNDRAISING (PROFESSIONAL)										
FUNDRAISING (LEVERAGING LARGE FUNDS)										
GOVERNMENT CONTRACTS										
BOARD DEVELOPMENT										
GENERAL NON PROFIT EXPERIENCE										
HUMAN RESOURCES EXPERIENCE										

Trustees Self Evaluation Checklist

Can you answer YES to each of these questions?

1. Do you understand the complete picture, direction, and mission to raise money?
2. If a case statement has been prepared, do you understand why people should support the organization?
3. Are they able to contribute within their means?
4. Do you help identify new prospective donors to the organization's Board of Development staff?
5. Do you cultivate new donors?
6. Are you good at writing personal notes and thanking donors for giving?
7. Do you understand that people give to people, not organizations?
8. Would you be comfortable accompanying others in a solicitation visit?
9. Have you made introductions and let your name be used for others to be used for solicitation visits?
10. Will you follow-up on all the commitments they make?

THE IMPORTANCE OF BOARD COMMITTEES

- To divide the labor and share leadership.
- To utilize specific talents and knowledge of board members.
- To increase input in decision-making and permit broader participation by all board members.
- To analyze issues and propose alternative means for action.
- To provide continuity within the organization.
- To remove routine tasks from monthly board consideration.

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

- Attend regularly scheduled Board meetings to conduct the board – level business of the organization.
- Seek involvement and interest of the community in the organization's progress.
- Contribute annually from personal resources (amount determined by the board).
- Participate actively on at least one committee of the organization.
- Actively raise funds for the organization by direct contact with current and prospective donors, with assistance from staff.

BASIC RESPONSIBILITIES OF A NON PROFIT BOARD

EFFECTIVE COMMITTEE CHECKLIST

- ✓ Define the purpose of the committee.
- ✓ Define limits (time frame, budget, authority).
- ✓ Determine size and composition based on committee's function and expertise of participants.
- ✓ Appoint an appropriate committee chair.
- ✓ Orient the chair and committee meetings.
- ✓ Always develop an agenda for committee meetings.
- ✓ Monitor committee meeting progress.
- ✓ Make effective use of the committee's product.
- ✓ Prepare, present reports and recommendations to the full board for action.

ROLES AND RESPONSIBILITIES FOR THE BOARD OF DIRECTORS

- ❑ Establish and maintain the organization within all legal and governmental guidelines.
- ❑ Hire senior administrative staff.
- ❑ Replenish the board with needed talents and skills as openings appear.
- ❑ Monitor the impact of the organization on the community.
- ❑ Establish and maintain a public relations program.
- ❑ Monitor senior administrative staff performance.
- ❑ Identify individual talents skills necessary to maintain an effective board.
- ❑ Establish performance standards for board members.
- ❑ Organize the board for maximum effectiveness.