

Board bootcamp: Governance 101



INITIATIVE FOR NONPROFIT EXCELLENCE
RHODE ISLAND FOUNDATION

What to expect from the board

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- **Although every organization is unique, there are **fundamental responsibilities** that hold true for almost every board.**
- **How boards and board members actually fulfill their responsibilities will vary depending on the organization's size, structure and history.**

Remember this!

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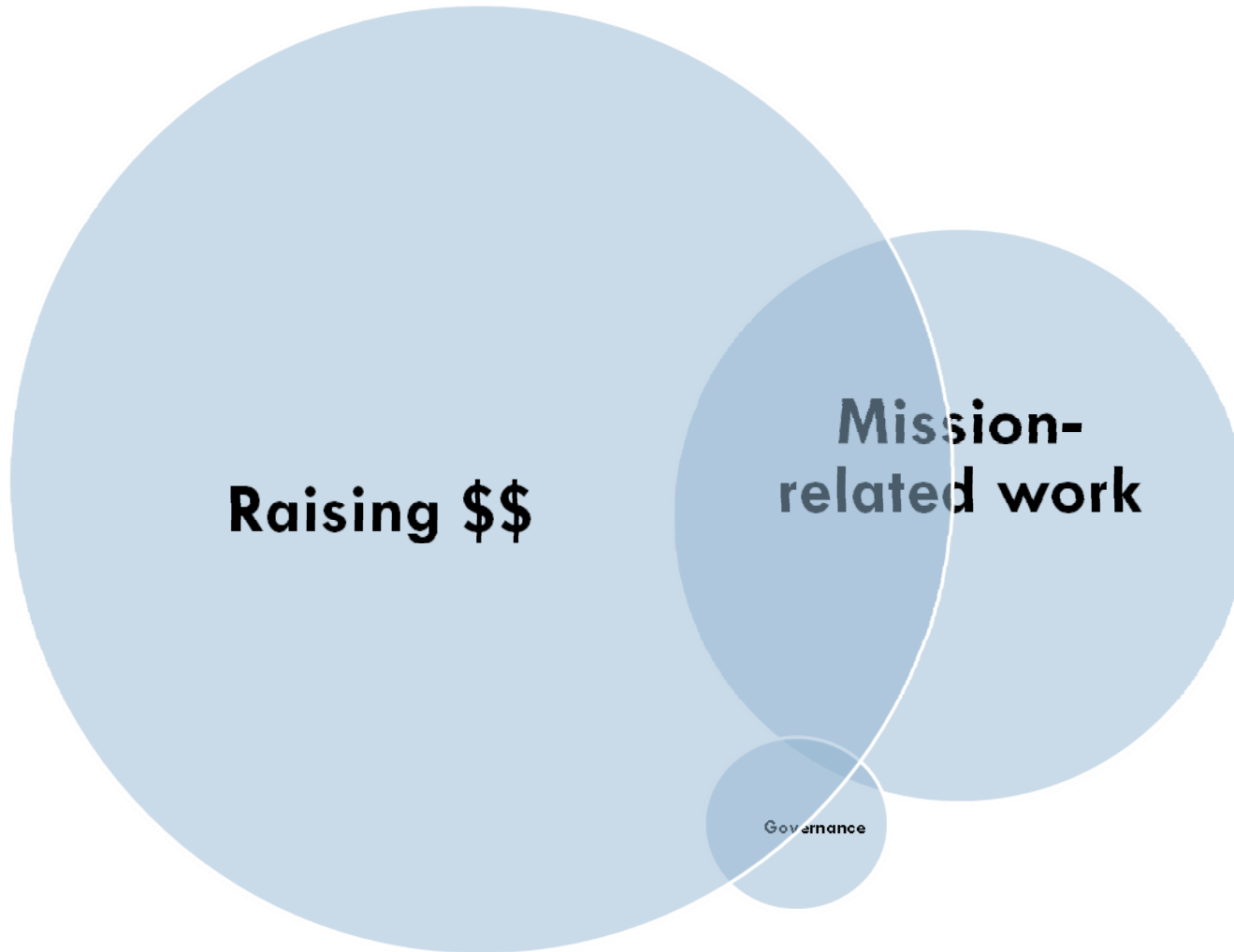
- **Boards and board members perform best when they exercise their responsibilities by asking good, timely questions**



“It’s not a great mission statement, but we’ll revise it if things get better.”

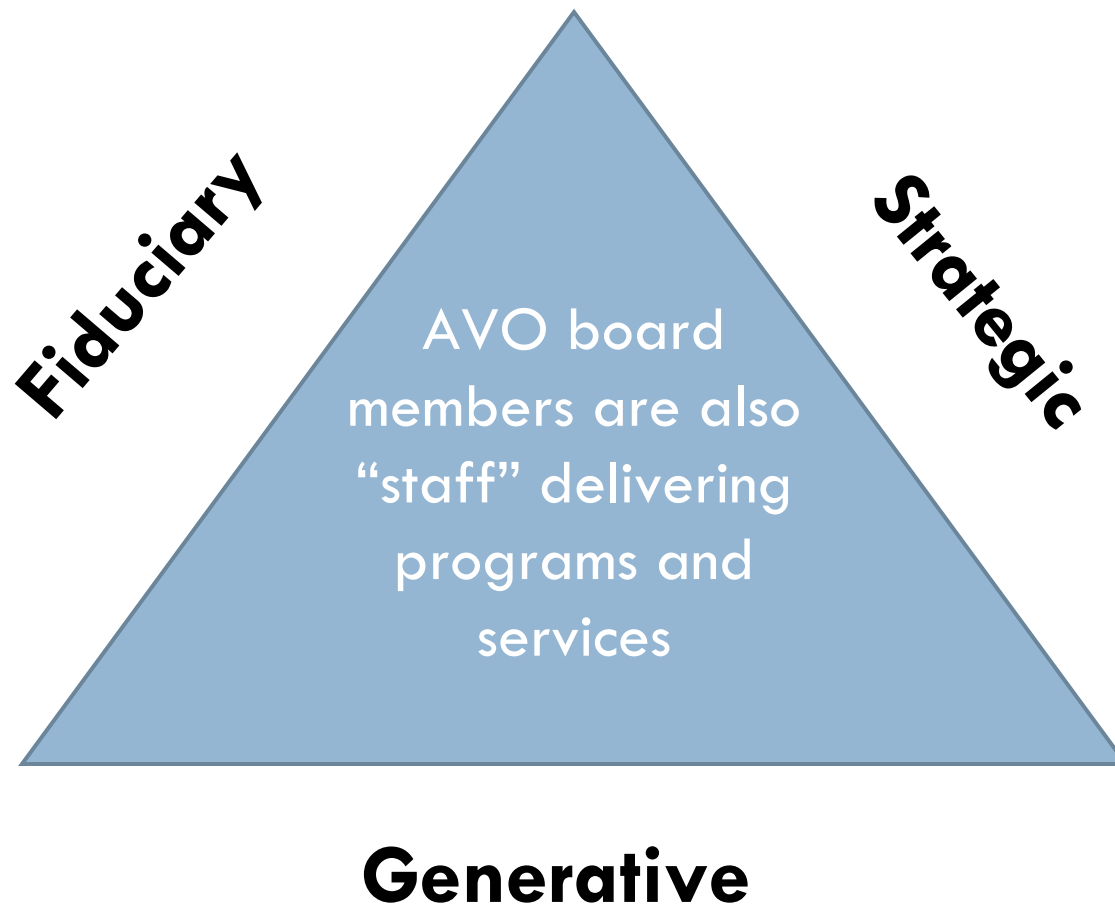
Is your time spent like this?

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How should a board operate?

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Strategy

Determine the organization's mission and purpose.

Ensure effective organizational planning.

Monitor and strengthen programs and services.

Personnel

Select the chief executive.

Support and evaluate the chief executive.

Build a competent board.

Finances

Ensure adequate financial resources.

Protect assets and provide proper financial oversight.

Reputation

Enhance the organization's public standing.

Ensure legal and ethical integrity.

Ten basic board responsibilities

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- 1. Determine the organization's mission and purpose.**
- 2. Ensure effective organizational planning.**
- 3. Monitor and strengthen programs and services.**

Ten basic board responsibilities

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4. Select the **chief executive**.
5. **Support and evaluate** the chief executive.
6. Build a **competent board**.

Sidebar: to hire, or not to hire...

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One of the most critical issues for an AVO board is whether or not to hire staff

What to consider:

- What value will staff bring to our mission?**
- What are the financial considerations?**
- How will our role as a board change?**

Sample board skills matrix

Board Matrix Worksheet	Current Members
Areas of Expertise/Leadership Qualities	
Administration/Management	
Early-stage organizations/start-ups	
Financial oversight	
Fundraising	
Government	
Investment management	
Law	
Leadership skills/motivator	
Marketing, public relations	
Human resources	
Strategic planning	
Physical plant (architect, engineer)	
Real estate	
Understanding of community needs	
Technology	
Other	
Source: BoardSource	

Ten basic board responsibilities

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6. Ensure adequate financial resources.

7. Protect assets and provide proper financial oversight.

Ten basic board responsibilities

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9. Ensure legal and ethical *integrity*.

10. Enhance the organization's *public standing*.

Essential and leading practices

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Please take a
look at your sheet

An ideal board meeting agenda

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- **Community-building**
 - **Mission moment**
 - **Consent agenda (if relevant)**
 - **Board education/training**
- 30 mins**
-
- **Governance** **30 mins**
-
- **Service delivery coordination** **30 mins**
-

Board fundraising: create a plan

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- **Fundraising doesn't just happen; you need a plan**
 - **Your plan should be very specific around your activities**
 - **You should state who is responsible for what**
 - **You should have excellent benchmark data and clear metrics for tracking (e.g., number of donors, amount raised, number of contacts made, etc.)**

- **A word about special events...**

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Initiative for Nonprofit Excellence

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