

Board Development

An organization's bylaws spell out the procedure for electing new officers; this is often the responsibility of a nominating committee. Board members are volunteers and should not be compensated. Usually one staff person, the Executive Director, is a voting member of the board. A **youth representative** may also be chosen, though they usually do not have voting privileges. **Elected Officers** are most often a President, Vice President, Secretary, and Treasurer.

Your board of directors should reflect the community you serve and should be diverse as appropriate. A variety of expertise is essential and the following types of people should be considered for membership:

Program participants

Attorneys

Accountants

Philanthropists

Professionals that relate to your field, for example Social Worker, Psychologist, Visual Artist, Dancer, Techie, Clergy, Nurse

Business professionals in management, marketing, public relations, and/or human resources

Small business owners

Community activists/concerned citizens

Local government employees

Board Committees may include those that focus on fundraising, special events, nominating, executive, finance, marketing, human resources, ethics, facilities, public relations, and program development.

Board **responsibilities** include:

1. Hiring and supervising the Executive Director
2. Setting the organizational mission
3. Determining strategies to achieve the mission and setting appropriate goals
4. Overseeing implementation of strategies and monitoring results
5. Approving new policies
6. Representing the organization in public
7. Ensuring the financial strength of the organization
8. Approving the annual operating budget
9. Ensuring that organizational activities are ethical and legal
10. Soliciting funds from their circle of friends and colleagues
11. Contributing funds (depending on the nature of the organization, participants may not be expected to contribute)
12. Attending the organization's community events such as fundraisers and open houses
13. Attending other organization's events
14. Sharing expertise as needed
15. Bylaws should specify attendance policies, procedure to elect officers, voting/quorum requirements, length of service, and term limits

An **Advisory Council** should consist of community leaders, legislators, and foundation representatives. Advisory councils usually meet once each year.