


Boards of Directors Retention and Recruitment

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Workshop Overview

- ❖ This workshop includes suggestions based on usual nonprofit operations. Where state policies and mandates related to regional centers may differ (some are touched on in the workshop), those take precedence.

Board Topic Overview



Among the topics include:

- ❖ Board structure
- ❖ Roles and responsibilities
- ❖ Evaluation of board members and needs
- ❖ Recruiting and selecting new board members

Nonprofit By Laws

- ❖ Bylaws are both a legal document and a roadmap for how your organization operates.
- ❖ They should address basic activities, including governance, board make-up, roles and responsibilities, etc.
- ❖ The bylaws should include appropriate state policies and mandates for regional centers.

Nonprofit Bylaws (continued)

- ❖ When and how board meetings will be held and conducted
- ❖ How board directors and officers will be appointed or elected
- ❖ Voting procedures, such as what constitutes a quorum so that your board can make decisions

Nonprofit Bylaws (continued)

- ❖ How committees are created and discontinued
- ❖ Number of directors for your board, their required qualifications, and their terms of service
- ❖ Rules that govern conflicts of interest
- ❖ How the bylaws can be changed or amended

Boards of Directors



Function and Purpose

- ❖ The Board is essentially the legally responsible body of a nonprofit organization.
- ❖ There are legal, fiduciary, functional and oversight responsibilities that every board member should be familiar with.
- ❖ There should be Board Member and Board officer job descriptions outlining expectations, roles, responsibilities, etc.

Boards of Directors



Function and Purpose

- ❖ Board job descriptions should be given to potential board members as well as followed by current board members.
- ❖ Ensure the organization is adhering to state policies and mandates.
- ❖ The board is usually not responsible for or directly involved in day-to-day operations when there are staff.
- ❖ Normal board responsibilities do NOT include managing, supervising or directing any employee other than the Executive Director.

Board of Directors Structure



- ❖ See information in handout booklet
- ❖ Must adhere to any state policies and mandates
- ❖ Size and structure varies for effective operations
- ❖ Board terms are important. They can vary as appropriate for the board and as set in the bylaws. (State policies are no more than 7 years in a row, then at least 1 year off).

Board Roles and Responsibilities

Fiduciary governance.

- ❖ Legal, duty of care
- ❖ Accountable
- ❖ Ensure financial well being
- ❖ Budget
- ❖ Oversee financial management



Roles and Responsibilities

Strategic governance

- ❖ Govern and lead
- ❖ Represent community
- ❖ Staffing
- ❖ Sets policies (Board, management, personnel, professional, programming)



Board Job Descriptions

- ❖ See information in handout booklet.
- ❖ Leadership, governance and oversight
- ❖ Fundraising (if the board is involved in raising funds)
- ❖ Terms and participation
- ❖ Qualifications
- ❖ Board officer positions and responsibilities
- ❖ Community, constituent and developmental representation



Board Officers



Normal officers

- ❖ President/Chair
- ❖ Vice-President/Vice-Chair
- ❖ Secretary
- ❖ Treasurer
- ❖ Others as appropriate and desired

Board Committees



Possible Committees

(Depending on the organization as to which you want or need)

- ❖ Executive – Comprised of officers
- ❖ Nominating/Board Development
- ❖ Legislative
- ❖ Finance
- ❖ Ad hoc

- ❖ *The following are usually not formal board committees but separate advisory only*
- ❖ Service Provider Advisory Committee
- ❖ Client Advisory Committee

What Do You Need or Want In Board Members?



- ❖ What are state policies and mandates?
- ❖ What types of people are on your board?
- ❖ What types are missing and would you like or need to add to your board?
- ❖ Is everyone on the board active and fulfilling their responsibilities?
- ❖ Is the board diverse and representative of the board needs, community, stakeholders, constituents?

Board Development



- ❖ Make up of board
- ❖ Skills
- ❖ Orientation
- ❖ Positions and officers
- ❖ Time devoted to the board
- ❖ Improving the participation of your board
- ❖ Evaluation

Recruiting and Vetting Nonprofit Board Members



- ❖ What skills or expertise might we need on our board to help us achieve our priorities?
- ❖ Recruiting for diversity, community and geographic representation
- ❖ Identifying great candidates
- ❖ Conducting due diligence
- ❖ Adhering to state mandates including developmental disabilities

Recruiting New Board Members



- Nominating Committee
- Identifying needs
- Types and representation
- Identifying prospects
- Evaluation of prospects
- Recommendation of prospects
- Voting on new members
- Orientation

Recruiting and Vetting Nonprofit Board Members



- ❖ Can you fulfill our board's fiduciary and legal oversight responsibilities?
- ❖ How have you already demonstrated a passion for organizations like ours?
- ❖ Do you have time to commit to this board? (provide them with how much time is expected or required)
- ❖ What expertise, skills, experience, diversity, and representation would you bring to the board?

Where To Find Board Members



- ❖ Key stakeholders in the community you serve
- ❖ Suggestions from existing board, staff and volunteers
- ❖ Involved volunteers from other areas of the organization
- ❖ Dedicated supporters and donors

Where To Find Board Members



- ❖ Local community organizations
- ❖ Business Associations
- ❖ Specific businesses you do business with
- ❖ Board and nonprofit websites
- ❖ People with needed skills and knowledge
- ❖ Previous board members
- ❖ Members of other boards

Contact Information

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