



NonProfit
HelpDesk

2024-2025

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ANNUAL BOARD MEETINGS

MARCH 25TH AT 12:00 PM | FACILITATOR: YISROEL SCHULMAN

NONPROFIT HELPDESK

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10 Basic Board Member Responsibilities

1. Determine the organization's mission and purpose.
2. Select the chief executive.
3. Provide proper financial oversight.
4. Ensure adequate resources.
5. Ensure legal and ethical integrity; maintain accountability.
6. Ensure effective organizational planning.

(cont'd on next slide)



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Board Member Responsibilities – Cont'd

7. Recruit and orient new board members and assess board performance.
8. Enhance the organization's public standing.
9. Determine, monitor and strengthen the organization's programs and services.
10. Support the chief executive and assess his or her performance.



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Delicate Balance (Board & CEO)

1. Ideal Relationship = shared responsibility and partnership
2. It should be about trust, respect and shared vision.
3. The Chief Executive's job is to oversee the day-to-day operations of the organization.
4. The Board's primary focus is on the mission and helping to define the organization's present and future.
5. The relationship is inherently unbalanced: the board is ultimately the executive's boss.

Before the Meeting

1. Meetings are for making decisions
2. Plan the agenda
3. Prior distribution of reports & information
4. Contact presenters



Annual Board Meetings

Best Practices

1. Elect directors and officers
2. Review mission and how effectively it's being executed
3. Review corporate policies
4. Review compensation issues, if currently relevant
5. Evaluate board performance
6. Present Annual Report of the CEO
7. Description of Organization's Accomplishments
8. Review Financial Statements

At the Meeting

1. Start meetings at the scheduled time
2. Introduce and welcome newcomers
3. Summarize the issues to be discussed
4. Clarify the timeline for discussion
5. Don't let the discussion wander
6. Watch for signs that the debate has run its course
7. Be alert to nonverbal behavior



At the Meeting - Cont'd

8. Use a “Consent Agenda”
9. Rules of Order
10. Encourage quiet attendees to contribute
11. Keep a speakers list
12. Ask the secretary to read all motions and amendments
13. Ensure everyone understands their assigned tasks
14. Confirm the next meeting date
15. End the meeting on time



After the Meeting

1. Review the “At the Meeting” Checklist and identify opportunities for improvement.
2. Email minutes from & materials distributed during the meeting to all members
3. Email assignments to each board member
4. Contact board members who did not attend



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8 Quick Ways to Improve Board Meetings

1. Name tags
2. Post an acronym chart
3. Write an “anticipated action” for each agenda item
4. Make sure each person speaks at least once
5. No one-way communication from staff
6. Encourage “dumb” questions, respectful dissent and authentic disagreement
7. Make sure the room is comfortable
8. Adjourn on time or agree to stay later

Board Meeting – Key “Don’ts”

1. Lecture the board
2. Have members recite a series of reports
3. Fail to provide accessible financial information
4. Allow members to chat about irrelevant matters
5. Let members discuss day-to-day operations unless they’re related to a strategic decision
6. Allow contentious board members to hijack the meetings



Board Meeting – Key “Do’s”

1. Start and end on time
2. Make sure everyone knows one another
3. The Board Chair leads the meeting
4. Disseminate board materials 7 days in advance
5. Provide extra copies of materials at the meeting
6. Have the board chair open the meeting by thanking members who have made special contributions



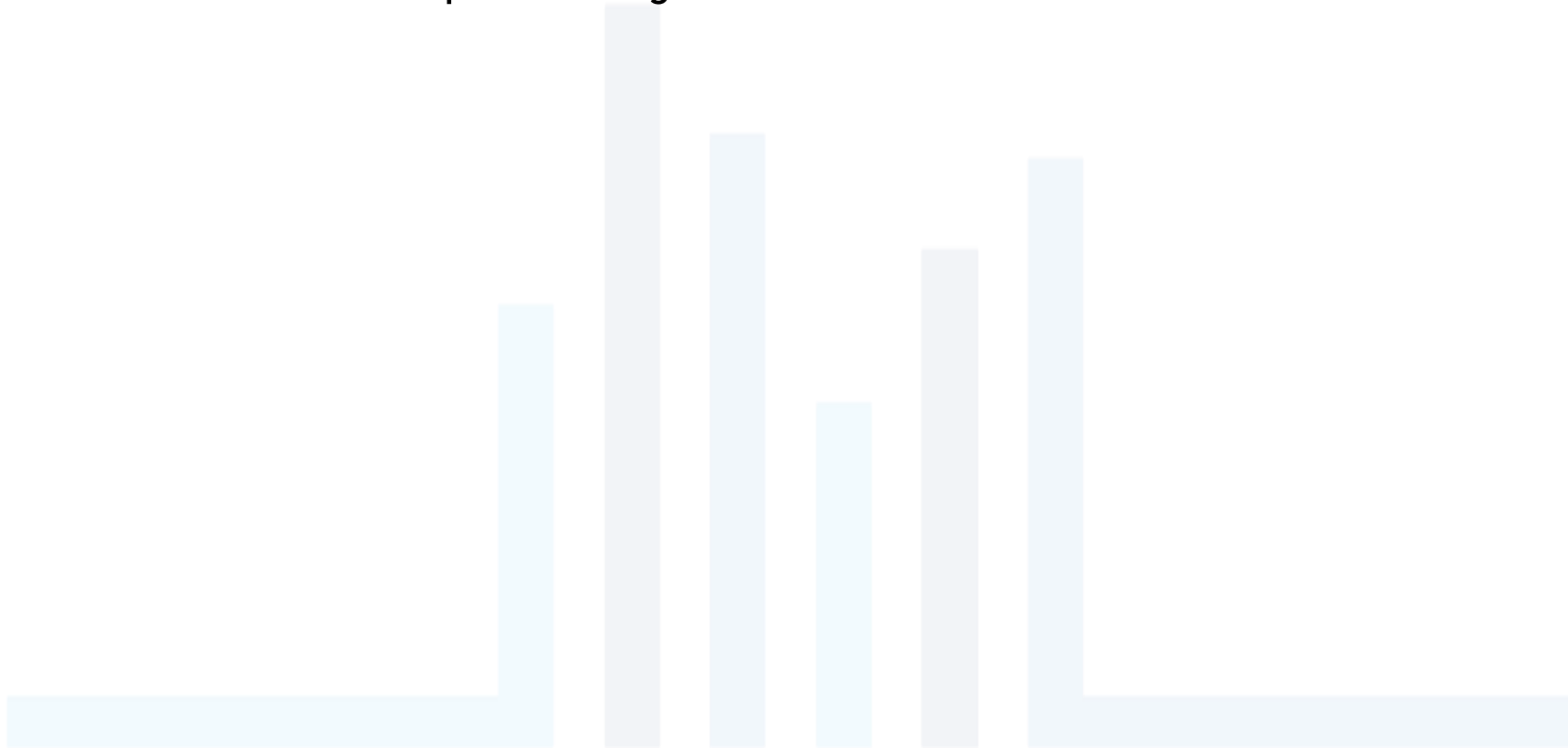
Key “Do’s” – cont’d

7. Address routine matters at the beginning
8. The CEO and Chair should both make brief presentations
 1. CEO’s focus = the organization’s progress on its goals
 2. Chair’s focus = how the board can help advance the organization
9. The meeting should focus on a robust discussion around key strategic or organizational decisions
10. Fundraising and development should also be a key topic.
11. Chair should provide a brief conclusion



Key “Do’s” – cont’d

12. The meeting’s fundamental goal is to have members engage in a key strategic issue and then leave more deeply educated about the organization and inspired by its work.



Financials Made Easy

1. Financial Literacy

1. Board members must be able to read and understand financial statements in order to fulfill their fiduciary responsibility.

2. Board members should receive financial statements at least 7 days before the meeting.

3. Minimum Information Provided:

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income Statement)
3. These should reflect the variance between actual operating results and budgeted goals previously approved by the board.

Financials Made Easy – Cont'd

4. Key Financial Statement Definitions

1. Assets – things we own
2. Liabilities – things we owe
3. Net Assets – the monetary difference between assets and liabilities
4. Income – revenue from operations, grants, gifts, etc.
5. Expenses – costs incurred in operations
6. Financial Results – the difference between income and expenses.



Q&A

THANKS FOR JOINING US!

- Yisroel Schulman, ESQ
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