



Heritage Consulting Inc.

Better Board Recruitment

A Dozen Key Documents

Outline of a one-hour board training outline on their roles and responsibilities for the Executive Director or Nominating Committee member to conduct, with a bibliography for additional information

1. Thank you for agreeing to serve
2. Review Board member commitment or agreement form
3. Overview of state nonprofit law and how it applies to your MS organization
4. Duties of all nonprofit board members: Duty of Care, Loyalty and Obedience to the Law
5. Examples of how the board demonstrates each of these duties
6. What do Main Street Boards do as working and governing boards
7. 10 typical board member responsibilities
8. Main Street Board yearly tasks, list
9. What do individual Main Street Board members do (refer to board member agreement)
10. Board's role in fundraising, what the staff does for fundraising
11. Conflict of interest, read and sign annual statement
12. Role of the Board President
13. Role of Staff versus Board, board management of ED, Board president supervises the ED
14. Executive Director manages other staff
15. Do's and Don'ts for Executive Director
16. Executive Director longevity, how boards can help retain quality staff
17. Summary and questions

Learn more about board duties from the following books from Board Source

Ingram, Richard. *Ten Basic Responsibilities of Nonprofit Boards, Third Edition*, Board Source, 2015.

Board Source, *The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives, Third Edition*, Board Source, 2011

Lakey, Berit, *Board Fundamentals: Understanding Roles in Nonprofit Governance, Second Edition*, Board source, 2010/