

## Basic Board Roles and Responsibilities

1. Set the mission.
2. Provide financial oversight.
3. Be a good ambassador for the organization.
4. Select and support the Executive Director.
5. Monitor programs and plan ahead.
6. Govern themselves.

## What they're saying—

“Awesome training—just what we needed. We're so excited about where we're going now. You're worth more than your fee! You're one of us, and we know it. Thanks so much!

Charlotte Craig, Board President  
Humane Society of Southeast Missouri

This training was amazingly helpful in defining roles for our Board members. Each of them now understand their job better and are better equipped to work more efficiently for our nonprofit. Every Board should have this training!

Lynn Petr, Founder/Executive Director  
Shangri-La Therapeutic Academy of Riding,  
Lenoir City, TN

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## Other resources for you

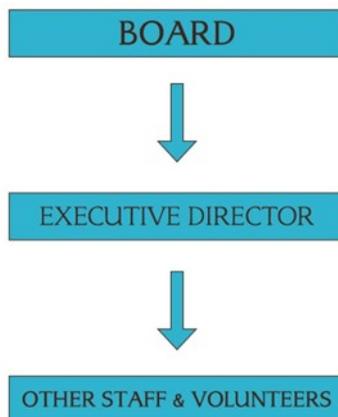
1. My gift: *Board Member Recruitment Process*

2. Win a copy of “How to Get 100% Board Giving!”

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_



## Strong on Top: Building and Engaging Boards



Sandy Rees  
Fundraising Coach and  
Chief Encouragement Officer

GET **FULLY**  
FUNDED

## 1. Pick dynamic prospects

## 3. Train for best results

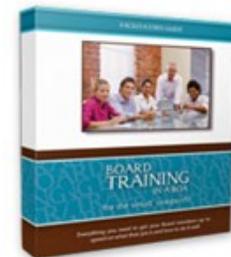
## 2. Engage them—heart, mind, and soul

**Next steps: 3 things I'm going to do in the next 30 days to build up my Board:**

- 1.
- 2.
- 3.

## Tips for Better Board Meetings:

- Start on time and end on time.
- Use a written agenda and plan how you want the meeting to go ahead of time.
- Stay on task and keep the conversation focused—no tangents or side conversations.
- Use a Consent Agenda to handle all the usual business.
- Spend more time looking forward than backward.
- Create a culture of inclusion and make sure everyone speaks (that means no one person does all the talking).
- Do Committee work at committee meetings, not at the Board meeting.
- Create a list of Action Items during the meeting and include WHO and WHEN. Distribute the list to the members quickly after the meeting so everyone knows their tasks.
- Talk about Board-level issues at Board meetings. Leave operational issues outside the Board meeting.



Teach your Board members what their job is and how to do it well. [www.BoardTrainingInABox.com](http://www.BoardTrainingInABox.com)