

## EFFECTIVE NONPROFIT BOARD AWARD

### A–Z Nonprofit Board Checklist

**Purpose** To provide a tool for self-evaluation of your nonprofit board and to provide a planning tool that can be used throughout the year for ensuring that the work of the board and organization gets completed. This instrument defines specific steps and actions that can be taken by the board to meet organizational goals. All stakeholders will play a major role in achieving this award.

**Recognition** Recognizing that outstanding communities are characterized by quality life supported by individuals committed to service and stewardship in the nonprofit sector; the Edison State Community College Center for Leadership Development created this award to recognize nonprofit boards who are doing outstanding work in the region. This document is to be submitted to the Edison State Community College Center for Leadership Development by the last day of April.

**Presentation** The award to nonprofit boards qualifying for the award will be presented at The Mosaic of Community Leadership Conference held annually at Edison State Community College in May. The nonprofit boards, executive director and other stakeholders are to share in the award. Local media will be apprised of your accomplishment. Nonprofit boards are eligible to apply for this award annually.

#### Effective Nonprofit Board Award Levels

**Gold:** Complete at least 23 of the 26 criteria

**Silver:** Complete at least 19 of the 26 criteria listed

**Bronze:** Complete at least 17 of the 26 criteria listed

Members of your nonprofit board must sign the application for this award and/or pass a formal resolution signed and dated by the board president or executive director. Please return the signed form to The Center for Leadership Development at Edison State Community College by the last day of April. In addition, e-mail a digital picture of your nonprofit board with the signed application. The picture will be used for publicity purposes to promote the success of your organization.

*Our nonprofit board has:*

**Governance and Leadership**

- A. Followed policies/bylaws which are reviewed/updated regularly
- B. Applied updated strategic plan, including vision/mission/core values, in all work
- C. Review committee work through regular reporting throughout the year as applicable
- D. Conduct a yearly planning session and develop calendar of meetings and events
- E. Program development goals approved annually
- F. Update/review risk management strategies and crisis plan
- G. Think critically and ask questions
- H. Director and president meet regularly
- I. Enjoy the mission of the organization and allow the work to be a rewarding experience that can leave a legacy and make a positive impact for decades

**Human Resources**

- J. Evaluate executive director annually
- K. Complete board self-evaluation annually
- L. Review status and activity of individual board members/attendance policy
- M. Review succession plan annually
- N. Encourage board member development through professional development
- O. Conduct new board member orientation
- P. Board member conflict of interest and confidentiality statements completed annually
- Q. Board member profiles and board makeup matrix completed annually
- R. Update/review job descriptions for all members of organization (board, staff, volunteers)

**Financial Management**

- S. Applied strategic plan to aid in the effective allocation of the organization’s limited resources including time, people (staff, board, and volunteers), money, and other resources. The budget is a numerical representation of the strategic plan.
- T. Provided stewardship of the organization’s financial resources by approving the annual budget, reviewing monthly/quarterly financial reports, facilitating the completion of all local, state, and federal forms, and facilitating the completion of an audit or review at least once every two years.
- U. Reviewed and/or updated investment policy.

**Fundraising and Fundraising**

- V. Approved and assisted with the planning and execution of special events or fundraising campaigns.
- W. Recognized volunteers and/or donors.

**Communication**

- X. Provide stakeholders with an update at least annually with basic information about the organization and provide opportunity to communicate with representatives of the organization and compliance with disclosure laws.
- Y. Communicate celebrations of the organization in achieving strategic goals.

**Partnerships**

- Z. Acts as ambassadors by developing relationships/partnerships, sharing information, spotting opportunities, and spreading the word about the organization.

Signatures

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
Board President/Chairperson Executive Director