

Get On Board 2007

Making the Most of Your Service on a Nonprofit Board of Directors



Tuesdays, Oct. 30, Nov. 6, & 13

Presented by the Volunteer Center of Gloucester County

We at the **Volunteer Center of Gloucester County** are honored to announce that the **Walter Rand Institute of Public Affairs, part of Rutgers University-Camden Campus**, will conduct our sixth annual training for non-profit board membership, "Get on Board". Since its inception in 1999, the Walter Rand Institute has marshaled the intellectual and professional resources of the University to address issues of vital importance to the greater South Jersey region. By offering training and technical assistance, the Walter Rand Institute aims to increase the capacity of the region's non-profit, community, faith-based, and governmental agencies.

New and *veteran* Board members will learn and reinforce the skills necessary to effectively steward a Board, as well as its organization. These workshops are also a wonderful opportunity for Executive Directors to further connect with their Board members. Executive Directors will enhance their knowledge of what makes an invaluable Board volunteer and learn the appropriate roles of a staff person versus a Board member.

Those wishing to join a Board are also encouraged to attend these workshops. The Volunteer Center will gladly assist individuals participating in these workshops who want help finding a position on a local non-profit Board. Just ask!

Presenter: Tracy Swan, MPA

Ms. Swan brings 15 years of experience in volunteer management, resource development and marketing from the non-profit sector to the classroom. In 2003, Ms. Swan returned to graduate school at Rutgers University-Camden to pursue a master degree in Public Administration. Since the completion of her degree in 2005, Ms. Swan became a full-time staff member of the Walter Rand Institute for Public Affairs providing policy analysis, program evaluation, and convening key leaders to address the critical issue of public safety in our communities

For information and registration form please visit our website:

www.gloucestercountyvolunteers.org or
email sdixon@gccnj.edu

Each Session is \$25.00 or
all three sessions for \$65.00.

Sign-up for any one or all three!

Group discounts are available.

Time: 6:45 p.m. – 9:00 p.m.
Place: Gloucester County College
Library – Board Room

Workshop Descriptions

October 30

Key Roles and Responsibilities of Non-Profit Board Members

This workshop will outline the roles and specific responsibilities of Board members, committee members, officers of the Board, and staff. It will also review the various officer positions and committees of a Board. As well, the policy-setting, fiscal and legal responsibilities of the Board will be discussed; along with how the Board and Executive Director should relate to one another in the management of the organization.

November 6

Part 1: How an Effective Non-Profit Board Accomplishes its Work

The board of directors is totally responsible for the organization it governs. This workshop will examine how an effective board handles its governance role. Topics will include: the role of the board president and other officers, committees, effective meetings, delegation of management to staff, and working with the board team.

Part 2: Maintaining Financial Integrity for Non-Profit Boards

This workshop will address issues important to financial integrity, and safeguards and procedures to protect the organization. It will also include legal and fiduciary responsibilities all board members assume when they serve on a nonprofit board of directors.

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November 13

Using Resources to Develop Funding

This workshop reviews the ‘Give, Get, or Get Off’ philosophy of resource development. The specific responsibilities of both the Board and the Executive Director (in some cases, fundraising staff) regarding financial strategic planning and fund development will be discussed. This workshop will review how to evaluate an organization’s finances, as well as how to develop a fundraising plan. If time permits, this workshop will also review the fundamentals of ‘making an ask’. Topics will include: Diversifying Funding, Annual Giving, Special Events, Grants, Major Gifts, Fee for Service, and Prospecting.