

# Board Development & Retaining Coalition Membership

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## Housekeeping Notes:

- Continuing education will only be awarded for those who view the live session
- You must attend the entire training to receive continuing education hours
- Post-event evaluation surveys are required to receive continuing education
- For Social Work/Mental Health Counselor credits you must provide your license number in the post-event evaluation survey
- For CHES credits, you must provide your CHES ID in the post-event evaluation survey
- You will receive your certificate for continuing education by email within **30 days** of this training



## **MISSION STATEMENT**

PreventionFIRST! implements best practice strategies to reduce the risk of behavioral health disorders.

## **VISION STATEMENT**

All communities apply prevention strategies for every stage of life.

## **CORE VALUES**

- **Collaboration**
- **Empowering**
- **Evidence-based**
- **Enduring**



# Objectives

1. Participants will understand the significance of building and sustaining a competent board.
2. Participants will identify individual board member responsibilities.
3. Participants will describe the board's role in ensuring adequate financial resources.



# Building and Sustaining A Competent Board





# Build a Competent Board

## Board Make Up

- What is the type of organization and current strategic goals?
- Commitment to the organization/Professional skills/Philanthropic spirit

## Level of Expectation

- Clarifying Responsibilities and Expectations through a Nominating Committee
- Term Limit
- Current board members should help scout prospective candidates for nominations
  - Clarify expectations for all board members each year
  - Assess board members via a Board Survey
  - Host a New Member Orientation
  - Ensure opportunities for in-service (*Program Overview/Board Development*)



# Governance Structure

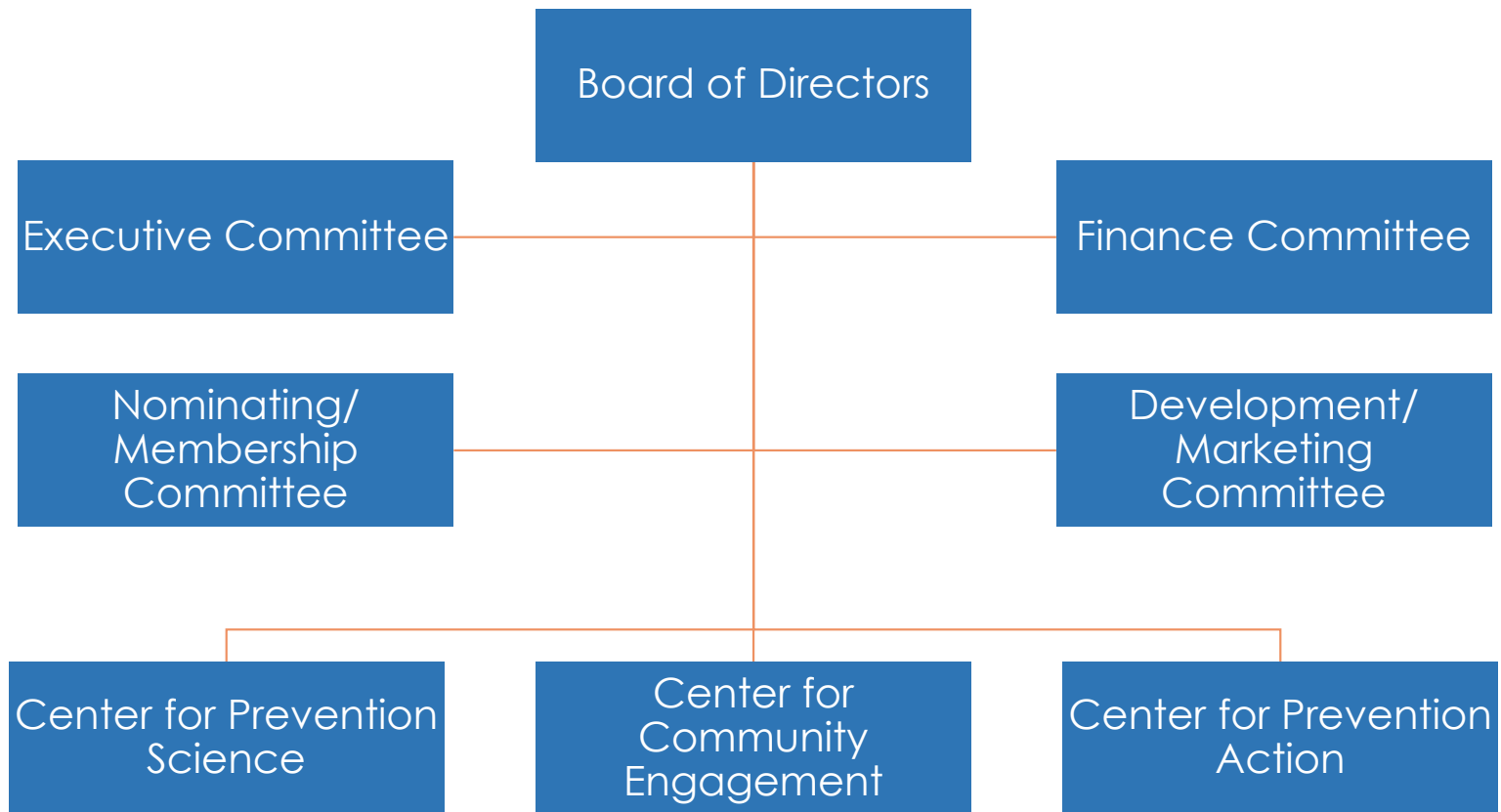
## Standing Committees

- Executive
- Finance
- Development
- Governance/Membership/ Nominating
- Communications/Marketing

## Ad-hoc Project Teams

- Audit
- Fundraising Event
- Strategic Planning
- Executive Search
- Grant Review

# Governance Structure Example







# Organizational Governance

## By-laws

- Broad
- Decision-making process

## Key components

- Board Responsibilities
- Purpose
- Meetings
- Charters
- Officers
- Special Authority-Board Only
- Amendments

## Board Role

- To govern, set strategic direction, ensure fiscal responsibility, maintain accountability

## Staff Role

- To support the board, coordinate implementation of the strategic plan



## Resources To Review (Building a Competent Board)

- **10 Basic Responsibilities of a Non Profit Board**
- **Recruitment Toolkit**
- **Skills and Diversity Matrix**
- **Board Volunteer Job Description**



**Identify Individual  
Board Member  
Responsibilities**



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# Individual Board Member Responsibilities

- General Expectations
- Meetings
- Relationships with Staff
- Avoiding Conflicts – Sign Conflict of Interest Form Each Fiscal Year
- Fiduciary Responsibilities
- Fundraising
- Ambassadorial Service

# Delineation of Roles

## Board Role

- Duties include:
  - Affiliate themselves with the coalition mission – ambassador
  - Actively participate in coalition meetings and community events
  - Leverage resources through professional and personal spheres of influence
  - Participate in the development of comprehensive strategies

## Staff Role

- Duties include:
  - Support the work of committee and workgroup chairs
  - Compile reports and facilitate meeting coordination and communication with partners between meetings
  - Monitor the day to day “business” of the coalition

# Building Your Case

- Program Summary
- Community Need
- Program Objectives and Benefits
- Target Population
- Funding Need
- Sponsorship Benefits



## Resources To Review (Individual Board Members Responsibilities)

- **Board Volunteer Job Description**
- **Conflict of Interest Document**



# The Board's Role In Ensuring Adequate Financial Resources



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# Adequate Financial Resources

Revenue	FY2023 Budget
Government Grants	125,000
<b>Private Foundations</b>	50,000
<b>Corporate Donations</b>	5,000
<b>Individual Contributions</b>	5,000
<b>Special Event Income</b>	10,000
Fees for Service	5,000
Other	0
<b>TOTAL</b>	<b>\$200,000</b>

# Organize for Fund Development

- Development Committee – board level committee
- Volunteers – chair, board members and other volunteers, staff support
- Subcommittees/Workgroups – Individual Donors, Organizational Donors, Special Events

- **Resource Development, including fundraising, is a function of the full board!**



# What's the Plan?

## Annual Fund Plan

- Individual Donors
  - Board campaign, Past Board campaign, Individual/Major donors
- Organizational Donors
  - Private Foundations, Corporate Donors & Foundations, alternative opportunities
- Fundraising Events
  - Community Awards Dinner, run/walks, golf outing, other

# Annual Fund Goals

Annual Fund Report	FY2023 Goals
<b>Individual Donors</b>	
Board of Trustees	5,000
Past Board Members	1,000
Individual Donors	1,000
<b>Organizational Donors</b>	
Private Foundations	44,000
Corporate Donors/Foundations	2,500
Alternative Opportunities	500
<b>Fundraising Events</b>	
Community Awards Dinner	5,000
Other events	1,000
TOTAL	60,000



## Resources To Review (Ensure Adequate Financial Resources)

- **Tips for Board Fundraising**
- **Board's Role in Advocacy**



Questions Are Best  
Practice

# Challenge Yourself

After today, I will....

- Establish a timeline to:
  - Create or review by-laws
  - Create or review governance structure
  - Develop an annual fund plan with corresponding annual fund report
- Read one of the resources to further expand my knowledge on non-profit governance



Questions?



# PreventionFIRST! 2022 Coalition Capacity Webinars

## Post Training Info:

- The recording and supplemental materials will be available on the PreventionFIRST! website under **TrainingHUB**.

- Please complete the evaluation survey here:

- STAY CONNECTED:



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