

Skills for Nonprofit Board Members
Course Outline

First Session (Saturday September 29 from 10 a.m. to 1 p.m.):

1. Legal Aspects of Board Service
 - a. Introduction to different types of boards
 - b. Overview of governing documents
 - c. Bylaws
 - d. The role and responsibilities of a board member
 - e. Fiduciary duties and conflicts of interest
 - f. Liability and indemnification of directors
 - g. The Brown Act
2. Managing the Organization
 - a. Creating a vision for the organization
 - b. Mission statements
 - c. Building trust in the organization
 - d. Effective leadership
 - e. Employment practices
 - f. Personnel records
 - g. Dealing with difficult people
3. Interpersonal Relationships and Communications
 - a. Understanding different communications styles
 - b. Communicating with difficult people

Second Session (Sunday September 30 from 10 a.m. to 1 p.m.):

4. Finance
 - a. Introduction to financial documents and terminology
 - b. Budgeting
 - c. Monitoring performance vs. budget
 - d. Analyzing trends in financial performance
 - e. Audits
 - f. Risk management
5. Board Meetings and Strategic Planning
 - a. Meeting agenda
 - b. Rules of order
 - c. Closed or open meetings
 - d. Minutes
 - e. Committees
 - f. Short term and long term planning
 - g. Record keeping practices
6. Community Relations
 - a. Communications with the public
 - b. Working with the media
 - c. Building community support
 - d. Fundraising
 - e. Managing a crisis