



BOARD DEVELOPMENT DEPARTMENT ISSUES & RESOURCE GUIDE

Below is a list of resources to help address identified issues/challenges in the management of military spouse clubs' Board Development, including Board Training and affiliation with Military Installations.

****This is a living/working document for use by the Board Development Department and CMSC. Issues and Resources may be pulled from this document to populate approved Resource Guides for official use for members of CMSC.**

BEING A PROFESSIONAL ORGANIZATION: PHILANTHROPIC V. SOCIAL			
TITLE	SUMMARY	DATE	LINK
What's in a Name? Nonprofit v. Charity	Understanding that "nonprofit status is a concept of state corporate law, and charity status — or what is charitable — is a concept of federal tax law."	3/2/17	https://ngosource.org/blog/nonprofit-v-charity
11 Essential Steps to Start a Nonprofit	These are the key steps to creating a legal nonprofit, including: registering a name, incorporating, applying for tax exempt status, and registering for charitable solicitation.	2/1/21	https://www.fool.com/the-blueprint/amp/how-to-start-a-nonprofit/
A Beginner's Guide to Strategic Planning for Nonprofits	Discussion on why your organization needs a strategic plan, what to include, how to create one, and an example of a nonprofit's strategic plan.	1/7/21	https://www.fool.com/the-blueprint/amp/strategic-planning-for-nonprofits/

BOARD GOVERNANCE: RESPONSIBILITIES AND STRUCTURE			
TITLE	SUMMARY	DATE	LINK

Recommended Governance Practices	This consolidated list of essential (necessary), leading (best practices), and compliance (legal) practices can be used as a roadmap for boards to become strategic assets for their organization.	2016	https://boardsource.org/wp-content/uploads/2016/10/Recommended-Gov-Practices.pdf
Board Responsibilities and Structures - FAQs	Answers to most common questions about basic responsibilities, legal responsibilities, and individual job position responsibilities for typical executive board members.	2/25/20	https://boardsource.org/resources/board-responsibilities-structures-faqs/
Best Practices of High-Performing Boards	An oldie but goodie! Well-organized best practices for a board based on 6 key areas: 1) Clearly Understood Roles and Responsibilities 2) Deliberate Board	2009	https://krepelscenter.org/sites/default/files/pdfs/best_practices_of_high_performing_boards1.pdf

	Composition 3) Effective Performance of Key Responsibilities 4) Effective Processes for Getting the Work Done 5) Full Board Assessment 6) Trusting Relationships Includes several checklists and worksheets.		
5 Best Practices of Non-Profit Boards (and 5 Lessons Learned)		3/04/21	https://leading-resources.com/governance/non-profit-boards-best-practices/

BOARD RECRUITMENT

TITLE	SUMMARY	DATE	LINK
The Complete Guide to Volunteer Management	4 steps for creating a volunteer management strategy and 4 tips for managing volunteers.	1/26/21	https://www.fool.com/the-blueprint/amp/volunteer-management/
Volunteer Recruitment: Ultimate	How to take a volunteer recruitment approach, including suggestions for who	7/27/21	https://www.initlive.com/blog/volunteer-recruitment-guide

Guide for Nonprofit Events and Programs	to target (previous volunteers, repeat donors, working professionals, self-employed, parents, people with mobility or transportation issues) and components of strategies that work (such as leverage online channels to promote opportunities, share well-written role descriptions, take a peer to peer approach, etc).		
Volunteer Recruitment Plan: 5 Components to Focus on Today	Article shares the 5 components to developing a strategic volunteer recruitment plan with helpful tips to accomplish each: 1) focus on strengths, 2) provide volunteers with realistic opportunity descriptions, 3) prepare your nonprofit for volunteer involvement, 4) focus on engagement in your volunteer recruitment plan, and 5) implement your recruitment plan. Standout tips: "Explain your nonprofits mission, values, and culture as part of the description." "Provide volunteers with a mentor who can assist them during the fulfillment of their role." "Survey volunteers about their recent volunteer experiences on a regular basis."	No Date	https://www.volunteerhub.com/blog/volunteer-recruitment-plan/
Volunteer Recruitment and Training Best Practices for Nonprofits	Summary of 3 types of recruitment: targeted, warm body, and concentric circles. Be sure to create the right recruitment message, conduct interviews, and provide training. Basic examples provided.	2/4/20	https://www.nonprofitpro.com/article/volunteer-recruitment-and-training-best-practices-for-nonprofits/
Why Diversity on Nonprofit Boards is	Seek diversity rather than "the cloning effect" - looking in your community for people like you. "Conversely, a diverse	9/2021	https://www.forbes.com/sites/forbescoachescouncil/2021/09/27/why-diversity-on-nonprofit-boards-is-crucial-to-their-mission/?sh=70d4a4611d05

Crucial to their Mission	board of directors can bring a realistic view of the community, strengthen the organization's connection and credibility to its constituency, improve fundraising and assist with grants distribution. In essence, it makes the group more effective at carrying out its mission."		
Five Ways to Recruit More Volunteers for Your Nonprofit	<ol style="list-style-type: none"> 1. Ask people to volunteer 2. Be specific about what you need 3. Focus on the benefits to volunteers 4. Make sure it's easy to sign up 5. Provide a range for different levels of commitment 	No date	https://www.causevox.com/blog/nonprofit-volunteer-management/

TRAINING AND DEVELOPMENT

TITLE	SUMMARY	DATE	LINK
Board Orientation	Helpful list of tips and items to include in orientation.	No date	https://www.councilofnonprofits.org/tools-resources/board-orientation
A Template for a Great Board Orientation	List of things to include in an orientation binder	Est 2019	https://blog.joangarry.com/board-orientation-template/

RUNNING A BOARD MEETING

TITLE	SUMMARY	DATE	LINK
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How to Run and Effective Nonprofit Board Meeting: Tips and Best Practices	7 tips for running board meetings. Highlights: preparing a strategic, mission-focused agenda and making the meeting about making decisions not updates.	9/18/21	https://donorbox.org/nonprofit-blog/nonprofit-board-meetings/
Robert's Rules of Order Cheat Sheet		2019	https://www.smps.org/wp-content/uploads/2019/12/Roberts-Rules-Cheat-Sheet.pdf

COMMUNICATIONS			
TITLE	SUMMARY	DATE	LINK
Nonprofit Communication Best Practices to Make Communications More Impactful	This article provides succinct tips for improving communications both externally - with donors - and internally - staff, board members and volunteers.	12/23/20	https://callhub.io/nonprofit-communication-best-practices/

RETAINING VOLUNTEERS AND MITIGATING BOARD TURNOVER			
TITLE	SUMMARY	DATE	LINK
How to Attract & Recruit the Best Volunteers	From providing job descriptions and onboarding to recognizing and rewarding your	12/2/20	https://ngosource.org/blog/nonprofit-v-charity

(and Keep them)	volunteers, this article provides great suggestions for recruitment thru retention.		
How to Retain Volunteers in Your Organization: 8 Key Strategies	8 tips that include: preparing an online calendar, recognizing the professional skills and goals of your volunteers, and developing network opportunities.	No date	https://www.fool.com/the-blueprint/amp/how-to-start-a-nonprofit/
12 Strategies to Reduce Employee and Volunteer Turnover at your Nonprofit	12 strategies. Highlights: assess your culture, frequently re-recruit your team, conduct exit interviews and surveys	1/25/22	https://www.fool.com/the-blueprint/amp/strategic-planning-for-nonprofits/
How to Mitigate the Turnover Rate Problem	How to mitigate turnover? Create a culture of philanthropy! People are there because of emotional tie/self-fulfillment— it's your responsibility as the leader to create the place people want to be. Show respect,	2/28/19	https://krepelscenter.org/sites/default/files/pdfs/best_practices_of_high_performing_boards1.pdf

	appreciation, and passion.		
Let's Have Some Real Talk About Board Terms and Term Limits		5/21/15	https://forsmallnonprofits.com/2015/05/21/lets-have-some-real-talk-about-board-terms-and-term-limits/

HELPFUL RESOURCES TO BOOKMARK	
LINK	SUMMARY
https://www.irs.gov/pub/irs-pdf/p4221pc.pdf	Compliance Guide for 501©(3) Public Charities
https://www.stayexempt.irs.gov/home/resource-library/resource-library	IRS resource library with workshops for small to mid-size tax exempt orgs as well as FAQs for exempt orgs. Shares the benefits, limitations and expectations for exempt organizations.
https://www.councilofnonprofits.org https://www.councilofnonprofits.org/tools-resources/principles-and-practices-where-can-you-find-best-practices-nonprofits	Trusted resource and proven advocate for charitable nonprofits as well as information on latest trends. Links by state to non-profit associations or similar resources. Often these associations provide guiding principles and educational resources for nonprofits of all sizes and missions operating in their states.
https://nonprofitpr.org	Tips, ideas and insights from nonprofit marketing experts.
https://boardsource.org/fundamental-topics-of-nonprofit-board-service/	Directory of downloadable resources, articles, and publications on key board topics.
https://nonprofitquarterly.org	
https://www.gcn.org	Example organization that provides support to nonprofits in the state of Georgia.
https://blueavocado.org	Practical and thoughtful articles on a variety of topics including fundraising, HR, leadership and management, and volunteers.

https://www.nonprofitpro.com/category/board/	<p>Current news in nonprofit industry. Headers include data management, development, direct marketing, e-philanthropy, leadership management (with sub-headers: board, branding, executive issues, staffing and HR, tax/legal/compliance, and volunteers).</p>
https://www.thebalancesmb.com/non-profit-4161501	<p>Resources and industry insight on nonprofits.</p>
https://www.kellogg.northwestern.edu/executive-education/individual-programs/nonprofit-programs/online-nonprofit-management-essentials.aspx	<p>Free on-demand classes from Northwestern faculty on key nonprofit leadership and management topics such as: DEI, Stakeholder Engagement, Analytics and Impact,</p>
https://www.nonprofitready.org	<p>Over 500 free resources compiled for nonprofit management professionals on areas that include: Fundraising, Grant Writing, Leadership, Governance, Accounting and Finance, Operations, Marketing and Communications, Volunteer Engagement, and Program Management.</p>
https://www.neighborworks.org/Training-Services/Nonprofit-Leadership	<p>Nonprofit leadership development training thru coursework, coaching, peer support, and self-identified challenges for executive-level, board, and staff.</p>