

Board Development/Board Structure

Estimated timeline of project: 4 months

Number of BVA consultants on project: 3-4

Board structure projects can entail any of the following:

- Job descriptions for board members
- Board expectation sheet
- Board matrix
- Give/Get policy
- Updating board bylaws
- Board manual creation
- Board manual policy updates including whistleblower policies, financial controls, etc.

Glossary of Terms

- **Give/Get:** Your board members agree to either donate (**give**) a certain amount of money every year, paid for out of their own personal resources. And/or they agree to raise the equivalent amount from others (**get**). Can be tailored to each organization's culture and be a contribution that is personally meaningful to a board member.
- **Board Manual:** a packet that new board members are given as an orientation. Contains documents such as job descriptions/expectations, list of board members, committees, programming overview, bylaws, strategic plan, etc.
- **Board Matrix:** list of skills and competencies that are on the board (fundraising, legal, etc.) and identifies those that are lacking. Can also include demographic information for board members.

How to know if you're ready for a board development project

- You have full buy-in from board members
- You are ready to recruit new board members
- You can commit to 10-15 hours of work per month during the estimated timeframe of the project
- You have several "champions" on your board that are willing to advocate and contribute to the project

Background materials that your BVA team may request (if you have them)

- List of board members with affiliations
- Current board bylaws
- Any documentation around expectations for board members (can be informal)