Help 4 NonProfits & Tribes
COMMUNITY - DRIVEN ™
Institute

Building Community-Driven™ Organizations

Pre-recorded Audio Class
Presented by: Hildy Gottleb

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Monitoring:
The Heart of Board Accountability and Effectiveness

If your board is accountable for the whole organization, how do you keep track of it all?

With the right tools, it's easy!

This 85 minute class covers the 5 basic areas of Board Monitoring:

1. Monitoring to be sure the Big Things don't fall through the cracks
   including the things most likely to land your board in court
2. Monitoring at Board Meetings
   and the role of the Secretary
3. Monitoring individual Board Member performance
4. Monitoring and the Board's committees
   including Executive Director Evaluation Committee and Fund Development Committee
5. Monitoring the Board's overall focus
   Are you spending your time on the right things?

Listen to a 2 minute sample of the CLASS

click to play >

May take a moment to begin.

Falling Through the Cracks

Monitoring: The Heart of Board Accountability and Effectiveness

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Here are just some of the tools this class will provide:

✪ **Tools to Monitor Success**

- **Mission success:** How to monitor the impact of your mission in the community?
- **Program success:** How to monitor program effectiveness?
- **Fundraising success:** How to monitor the effectiveness of each of your fundraising efforts?

✪ **Tools to Evaluate the Executive Director**

Learn 5 Monitoring tools for Evaluating the Executive Director

- **What questions to ask?**
- **What data to review?**

⭐ Tools for the Board Secretary

- Does your **Board Secretary** know he/she is your **Board's Chief Monitor?**
- **Does your Board Secretary know** how to ensure that
    - Board decisions don't **fall through the cracks?**
    - Agendas include all items the board needs to discuss, **without forgetting anything?**
    - Individual board members are **performing to the board's standards?**

And let's not forget

⭐ Tools to Monitor Committee Effectiveness

- Learn what your committees should be doing
  (it's probably not what you think!)
    - Discover how your **Executive Committee** may be **harming your board's ability to remain actively accountable!**
    - Learn how your **Finance Committee** can help **ALL the board to understand the financials**
    - The **Development Committee:** How to **ensure fundraising efforts are effective**
    - Should you have a **Program Committee**, and **what should it do?**
    - Do you have a committee to ensure your board is **staying consciously accountable?**

⭐ Tools to Monitor the Finances so EVERYONE Understands Them!

- Does your **Finance Committee** ensure **all board members understand the financials?**
- Learn how to determine **whether or not your board should pass the budget.**
- Discover how the whole board can **use the audit to monitor financial controls** - even those who don't think they **understand the financials!**

⭐ Tools to Evaluate Individual Board Members

- **Learn 3 Simple Steps** to keeping track of **Board Member Commitments**
    - Does your board set **expectations for board members?**
    - What does your board do if **board members do not meet those expectations?**
    - Learn how your board can **keep track** of those commitments - and **enforce them!**

Tools to Evaluate the Board as a Whole

- **Learn 1 simple tool** to ensure your board is **doing what matters most!**
  (Your won't believe the impact of using this 1 tool!)

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and, in the words of the Ronco slice-and-dice commercials ......

But wait - there's more!

Tools to Make the Board's Life Easier

- **Learn** to **monitor without micromanaging**
- **Discover** how often you **plan without monitoring** - and learn the method that ensures **you will never do that again!**
- We have never met a board that isn't guilty of **monitoring without planning**. Learn how to **avoid this pitfall!**

Tools to Ensure Nothing Falls Through the Cracks

- Does your board **build monitoring directly into motions** made at board meetings? Learn how!
- Discover the **best time** for the board to **review the minutes** (and see how your **board measures up**)
- How can you make sure you never again hear this question:

  Whatever happened to...
  - that plan?
  - those goals?
  - that committee?
  - that decision?

Tools to Monitor What Keeps Board Members Up Nights

- Are our **insurance limits** high enough?
- Have **regulatory filings** been made?
- Is our **personnel manual** current, to protect both our employees and the organization?
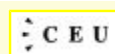- Are there **new regulations** to be aware of?

You will not believe all you will learn in 85 minutes!
These are tools you can use the moment you hear them!

Who this class is for:

⭐ Board members
⭐ Board Secretaries
⭐ Executive Directors
⭐ Governance Committee members

Here's what you'll get

- Access to the recorded streaming audio class (± 85 minutes, broken into 3 parts for ease of listening). CD option also available.

- 16 pages of printed handout materials

- Ability to ask questions via email to Hildy

⋮ C E U "This recorded class is applicable for 1.5 points in Category 1.B Education of the **CFRE** International application for initial certification and/or recertification.

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