

# Basic Training for Board Members



## An On-site Training for Nonprofit Boards

Are all your board members on the same page when it comes to understanding their roles and responsibilities? Have an expert come meet with your board! This two hour training is tailored to meet your needs, focusing on:

- Legal roles / responsibilities of board members
- Board member job description, including
  - \* Planning and policy making
  - \* Financial planning and oversight
  - \* Fund development
  - \* Hiring and evaluation of the Executive Director
- Board-Staff boundaries
- Effective decision making, committees and meetings
- Board member recruitment and orientation
- And/or any other topics you request

In addition, the consultant will help your new and veteran board members come to agreement on how you want your board to operate. They will help you identify areas you want to improve, share models that other nonprofits find useful, and help you map out a realistic plan to implement any changes you may choose to make.

The fee for the On-site Basic Board Training is \$210 for members and \$275 for non-members, payable upon completion of the training.

### Become a Member of the Volunteer Center

Receive member-only benefits, including

- ★ Discounted trainings, workshops, room rentals
- ★ Participation in Expertise Exchange, Member Connect
- ★ Wine donation for your fundraiser
- ★ Vendor discounts
- ★ Free participation in Secret Santa program

### Request for On-Site Basic Board Training

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Is your nonprofit a:  Member  Non-member

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Executive Director Email: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Board President \_\_\_\_\_ Phone: \_\_\_\_\_

Date & Time of Board Meetings: \_\_\_\_\_ Number of Board Members: \_\_\_\_\_

Desired Dates and Time of Training: (1st Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_

\_\_\_\_\_ Please return this form to: Lori Norcia, Director of Volunteer & Nonprofit Services

Volunteer Center of Sonoma County

Phone: 707-573-3399 x129 Fax: 707-573-3380

153 Stony Circle, Suite 100 Santa Rosa, CA 95401

[www.volunteernow.org](http://www.volunteernow.org)