

# Ten Tips for Effective Boards

Non-profit boards have legal and fiduciary responsibility for the operation of the non-profit organization. Below are ten tips for boards to operate effectively:

1. Explain *Duty of Care, Loyalty, & Obedience*.
2. Provide all board members with a comprehensive board orientation that includes an overview and history of the organization.
3. Provide all board members with the current year's operating budget as well as a copy of the most recent audit and 990.
4. Provide all board members with a job description that includes their roles and responsibilities.
5. Help board members to understand the programs and services offered by the organization. Provide tours, marketing materials, etc.
6. Provide all materials for board meetings in advance of the board meeting.
7. Provide meaningful opportunities for board members to get involved in the work of the organization.
8. Provide updated financials to every board member on a monthly basis.
9. Provide training for all board members on a regular basis.
10. Encourage questions!!!

