NPAD: 406 Nonprofit Board Management  
Fall 2018

INSTRUCTOR: Keri McWilliams, MPA

CONTACT INFORMATION: keri.mcwilliams@mso.umt.edu; 406-549-4336

COURSE DESCRIPTION:  
This ten-week course explores the components inherent in creating and maintaining a governing body that promotes a healthy and successful nonprofit organization. Critical governance, leadership, and management elements are studied, including: board roles and responsibilities; board recruitment and development; strategic/operational planning; governance systems; organizational culture; financial management; fundraising; and building an effective leadership team.

LEARNING AND COURSE OBJECTIVES:  
The course objectives for NPAD 406 are as follows, students will be able to:
1. Define and explain the basic theory and application of the three primary duties and four primary roles of a nonprofit board of directors.
2. Define and explain basic board responsibilities.
3. Identify and implement activities that support the implementation of nonprofit board responsibilities.
4. Identify, analyze, and transfer nonprofit board best practices principles to real-world issues.
5. Demonstrate critical-thinking and problem solving ability in the nonprofit environment.

METHOD OF INSTRUCTION:  
NPAD 406 objectives are accomplished through a variety of methods. These include on-line research, reading posted readings, individual research, and participating in on-line class assignments and discussions designed to stimulate critical thinking and application.

COURSE REQUIREMENTS:  
You are required to read the assigned readings, complete assignments and discussion questions, and respond weekly to classmates’ postings by the due dates posted on Moodle. In general, original discussion and assignment postings are due on Tuesday or Wednesday with replies by Friday and follow-up thread discussion by Saturday, midnight.

TEXTBOOKS  
There is no required text for this course. Reading assignments are drawn from two sources: Articles posted in the Weekly Reading Folder and the Weekly Web Research Assignment.

GRADING CRITERIA  
Course assignments are integrated to achieve the best possible learning outcome for you, and are designed to build on one another. The expectation for this course is that all students will complete all assignments in a sequential manner. Attention paid by the instructor to written
assignments will be directly proportional to the amount of effort you put forth in writing the assignment. Late assignments will be critiqued at the discretion of the instructor.

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Web Research Readings &amp; Discussion</td>
<td>35%</td>
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<tr>
<td>Weekly Assignments &amp; Feedback</td>
<td>40%</td>
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<tr>
<td>Final Project(s)</td>
<td>25%</td>
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<td><strong>Total</strong></td>
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**REVIEWING AND ASSIGNMENTS**

**Reading Assignments**
This course does not rely on a text; instead each week assigned readings will be posted to the Reading Folder. You are expected to read and understand these materials before beginning weekly assignments and to apply the content to your assignments and discussions.

**Weekly Reading and Discussion Due Dates**
In general, original discussion and assignment postings are due on Tuesday by 11:59 p.m. with replies by Friday at 11:59 p.m. Follow-up thread discussion and close-out due by Sunday morning at 8:00 a.m. All time is Mountain Standard Time.

*See weekly due date and time specifics; due date patterns may change to accommodate the first and last week of class or other holidays.*

**Web Research Readings**
Each week you will expand on the courses’ basic readings through independent web research, sharing of information, and discussion. Web Research Readings will follow the same basic pattern. You will find an article from the web that relates to the current week’s main topic and write a brief summary of the article’s main points. Summaries will be posted to the discussion board for sharing and comments. You are expected to read your classmates’ posting and enter into a discussion with at least one classmate for minimum credit; active conversation is needed for full credit.

*See Weekly Web Research Readings for assignment details and the general Web Research Readings Rubric for grading details.*

**Weekly Assignments**
Weekly assignments are designed to give you the opportunity to have active experience with key concepts discussed each week, design templates for future use, and build your skills in giving constructive feedback to peers.

*See Weekly Assignment Instructions for assignment details and the general Weekly Assignment Rubric for grading for details.*
Final Projects
The Final Project is designed to be a cumulative learning experience that entails designing a Board Governance Calendar. All students are required to complete the Governance Calendar Final Project.

Graduate Students will have an additional final project to complete. This assignment will be to create Committee Calendars for the Executive Committee, Finance Committee, and Governance/Board Nomination Committee. I suggest that you look forward to Week #5’s Discussion on committees and their charters, then look Week #10’s Graduate Assignments so that you can be sketching out tasks as we go along.

See Week #10 Final Assignments for details and Grading Rubrics.

REQUEST FOR WITHDRAWAL
Students are responsible for reading and understanding the full UM policy on Withdrawal from the University. Refunds are not granted for withdrawals made after course registration deadlines.

WEEKLY LEARNING OBJECTIVES
Week 1- The Changing Nature of the Nonprofit Sector and What it Means to be an Effective Nonprofit Board Member.
This week’s objectives are to study and understand:
1. How a governance board model differs from a traditional model.
2. The importance of the nonprofit sector on society.
3. The three basic duties of a nonprofit board.
4. The five roles of a nonprofit board.
5. Basic responsibilities of a board of directors.
6. Individual board members responsibilities.
7. Board officer roles.

Week 2-Managing and Building an Engaged Nonprofit Board.
This week’s objectives are to study and understand:
1. The board’s role in managing itself.
2. How to build an active and engaged board through recruiting.
3. The importance of board education.
4. A process for board accountability.
5. The power of saying “thank you.”

Week 3- The Essence to Success: Consciously Creating an Organizational Culture.
This week’s objectives are to study and understand:
1. How to identify organizational values.
2. Ethical and legal considerations for a nonprofit organization.
3. Liability & Risk Management.

Week 4- Creating a Proactive and Accountable Organization.
This week’s objectives are to study and understand:
1. The basics of performance management.
2. Strategic planning terms.
3. The process of strategic planning.
4. Developing and using an operational plan for organizational accountability.

**Week 5 - Infrastructure Development and Governance.**
This week’s objectives are to study and understand:
1. Basic governing documents, articles of incorporation and by-laws.
2. The purpose of policies and how to construct them.
3. How to effectively organize human resources with committees, task forces, and councils.
4. Best practices for managing meetings and creating board minutes.

**Week 6 - Building Confidence through Financial Management**
This week’s objectives are to study and understand:
1. The legal responsibilities of a nonprofit board for financial oversight.
2. Creating a budget and using it as a control tool.
3. Basic financial statements.

**Week 7 - Organizational Reputation, the Foundation for Fundraising!**
This week’s objectives are to study and understand:
1. How the board can assist in promoting the organization.
2. Basic marketing terms.
3. The basics of developing a nonprofit communication/promotional plan.
4. How to write and use a case for support.
5. The steps to developing a personal promotional story.
6. The importance of an organizational spokesperson.

**Week 8 - Fundraising for Sustainability.**
This week’s objectives are to study and understand:
1. How to build a culture that supports fundraising.
2. The importance of board giving.
3. The elements of a diversified fundraising plan.
4. The importance of allocating sufficient resources and people to the task.
5. Systems for accountability.

**Week 9 - Creating an Executive Leadership Team.**
This week’s objectives are to study and understand:
1. How to build an effective executive leadership team.
2. Elements for consideration when hiring and managing an executive director.
3. Components to creating an executive director evaluation and compensation system.
4. Policies for effective communications, including the importance of a confidentiality agreement and a grievance process.

**Week 10 - Bringing it all together.**
This week’s objectives are to synthesize and assimilate the main points of this course, including:

1. Developing a Board Governance Calendar.
2. Summarizing main learning points from this course.