

# SON Foundation Board of Directors Policies & Procedures



## **Board Member Requirements**

- Be a practicing follower of Christ
- Knows, understands and shares the mission and vision of the SON Foundation
- Provides a meaningful, annual financial contribution to the SON Foundation
- Attends at least one other activity hosted by the SON Foundation throughout the year
- Maintains confidentiality
- Communicates conflicts of interest (annually completes conflict of interest form)

## **Board Member Expectations**

- Attends at least  $\frac{3}{4}$  of Board meetings (3 of 4 per year)
- Four year term on the Board
- Participates on at least one committee of the Board
- Attends SON Gala
- Reviews Board materials in advance of meetings
- Actively engages in Board meetings
- Represents the SON Foundation at special events and sub-committees
- Be familiar with the bylaws of the SON Foundation
- Cultivates new donors, current donors and volunteers

## **Policies**

- Four-year term limit
  - Founding board members are exempt from the term limit
  - Stagger term limits across members – at least 3 members off/on per year
- Four-year term potential leadership track (based on Board approval)
  - Year 1: No Executive Responsibility
  - Year 2: Vice-President
  - Year 3: President
  - Year 4: Past President
- Limit number of board members to a minimum of nine and a maximum of thirteen
- Ensures Board includes at least one individual with financial expertise and one individual with legal expertise
- Ensures Board includes members with diverse spiritual gifts and talents
- Refers to the bylaws for additional policies

## **Procedures**

- Board of Directors meets at least quarterly
- Committees meet at least quarterly, and as needed, primarily in months in which the Board does not meet as a whole
- Follows *Robert's Rules of Order* during Board meetings
- Maintains and approves minutes of the Board and committee meetings
- Annually reviews policies and procedures
- Annually reviews and approves modifications to bylaws and Board policies and procedures
- Identifies new Board member prospects
- Evaluates new Board member prospects (small committee)
- Approves new Board members
- Hires, annually evaluates, and approves salary of the Executive Director
- Assists in hiring and approves salary of other SON Foundation staff
- Annually evaluates the performance of the Board through a self-assessment
- Annually approves the budget and monitors performance against the budget
- Reviews and approves annual Form 990

## **Officer Job Descriptions**

### **President** (One year term)

- Presides over Board and executive committee meetings
- Serves as ex-officio member of all committees
- Works with the Executive Director to make sure Board resolutions are carried out
- Calls special meetings, as necessary
- Appoints committee chairs, and with the Executive Director, recommends who will serve on committees
- Assists Executive Director in preparing agenda for Board meetings
- Assists Executive Director in conducting new Board member orientation
- Oversees the search for a new Executive Director
- Coordinates Executive Director's annual performance evaluation
- Acts as an alternate spokesperson for the Organization
- Consults with Board members on their roles and responsibilities, including enforcing Board member expectations (with governance committee review, guidance, and approval)
- Coordinates the annual Board self-assessment
- Monitors and evaluates conflicts of interest

### **Vice President** (One year Vice President; One year President)

- Serves on the executive committee
- Has active involvement in evaluation of potential Board Members
- Carries out special assignments as requested by the Board President
- Understands the responsibilities of the Board President and is able to perform these duties in the President's absence

### **Secretary** (One year minimum)

- Serves on the executive committee
- Maintains all Board records and ensures their accuracy and safety

**Treasurer** (One year minimum)

- Understands financial accounting for nonprofit organizations
- Keeps the books (Quickbooks)
- Serves as the financial officer of the Organization
- Serves on the executive committee
- Chairs finance committee
- Provides report to the Board of the financial performance of the Organization
- Assists the Executive Director in preparing the annual budget
- Assists in the preparation of the Form 990, provides detail review of the Form 990, and presents the Form 990 to the Board for approval
- Presents the budget to the Board for approval