



**PREPARE TO
MAKE AN IMPACT
WITH THE**

NONPROFIT SKILLS®: BOARD FUNDAMENTALS CERTIFICATE

PLACE ORGANIZATION NAME HERE

WHY EARN THE NONPROFIT SKILLS®: BOARD FUNDAMENTALS CERTIFICATE?

As a board member, you are ultimately responsible for the success of the nonprofit. Nonprofits are directed by those passionate about their cause, and are therefore willing and eager to continue to better themselves and their organizations. Board training is one way to ensure everyone is on the same page, motivated, and clear about their duties, roles, and responsibilities.

WHAT WILL I LEARN?

Completing the board fundamentals certificate prepares you to:

- Explain the role of the board in nonprofit fundraising
- Describe the role of the board in communicating with the public
- Take an active role, along with your fellow board members, in developing your organization's strategic plan
- Formulate strategic goals and pair them with appropriate SMART objectives
- Identify different nonprofit board structures and explain how each structure interacts with leadership
- Explain the key stages of a nonprofit board's life cycle and describe the primary activities of the board at each phase
- Explain the role of the board in providing proper financial oversight
- Analyze the information found in a nonprofit statement of financial position, statement of activities, and statement of cash flows
- Describe the role of the board in measuring organizational progress
- Apply the Common Outcome Framework to your organization's programming, using appropriate data-collection strategies to assess progress
- Explain the role of the board in fulfilling nonprofit legal obligations
- Differentiate between the three primary legal duties of nonprofit boards: "duty of care," duty of loyalty," and duty of obedience

For more information and a complete list of courses, visit:

Place Your Website URL Here

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CAREER PATHS

Common nonprofit board roles and responsibilities include:

Chairperson or President

The Chair or President of a nonprofit along with the executive director are the two most important people at a nonprofit. The Chair is responsible for presiding over meetings and managing the board's progress. Generally, the Chair is chosen from existing board members since they should ideally have significant experience working on behalf of the organization and deeply understand the nonprofit's operations.

Secretary

The board Secretary is the main source of documentation around the board's decisions, and is therefore crucial to a well-functioning board. The Secretary helps create agendas and schedule new meetings, keeps accurate records of the meetings and discussions, and also verifies the accuracy of these meeting records.

Treasurer

Being a board Treasurer is a large responsibility. A nonprofit's Treasurer is responsible for overseeing the financial resources, bank accounts, budgets, and is accountable for all money that is paid out. The Treasurer often has to sign off on all of the organization's expenditures, and is therefore responsible for ensuring the organization's financial integrity.

Board Director

A Board Director's role can vary depending on the specific organization and type of board. However, many board member responsibilities remain consistent from one organization to another, and can include things like strategic planning, financial oversight, and legal oversight.

The Nonprofit Skills®: Board Fundamentals certificate is available 100% online.

The courses included in the certificate carry:

CFREs | IACET CEUs | HRCI Credits | ATD CI Credits | SHRM PDCs

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