



COMMUNITY
FOUNDATION
of the OZARKS

Connecting passion to purpose.

Affiliate Foundation Board Succession

What is an Affiliate Board

An affiliate board governs the activities of the affiliate foundation. Board members are responsible for overseeing the affiliate foundation fund development and fundraising activities. Board members meet regularly to discuss, plan, and implement the affairs of the affiliate foundation.

What are the expectations of an affiliate board member?

- Passion for your local community – believe in unlimited potential
- Practice engagement and involvement
- Celebrate successes with your community and measure accomplishments
- Challenge conventional thinking and look for ways to collaborate

What are the expectations of an affiliate board member?

- Determine what resources are needed to achieve the mission
- Exercise fiduciary duty: act in the best interest of the organization, which many times means subordinating our own interests
- Accept and champion a board decision, even if it wasn't my own and/or I disagreed.

What is the role of an affiliate board?

- The primary role of the affiliate board is to promote philanthropy in your region, help identify and cultivate donors and affiliate partners, and sustain a quality grant-making program
- Provide leadership in the community, and identify community needs
- Maintain strict confidentiality of sensitive donor information
- Affiliate boards meet on a regular basis (some monthly, others quarterly)
- Each Affiliate is encouraged to host at least one annual grant round each year. Most occur in Fall or Spring. CFO's online grant portal to accept applications and review is the preferred method.

Best practices to create a strong affiliate board

- Term limits for Affiliate Board Officers and Members
- Succession Plan with learning opportunities
- Matrix for Affiliate Board Recruitment
- New Member Board Orientation
- Job Descriptions for Officers and Committees
- Meeting agenda sent in advance of meeting

Affiliate Board Meeting Best Practices

- Meeting agenda sent in advance of meeting
- Minutes emailed soon after the meeting
- Review fund balance report/Fee Income potential
- Review grantmaking budget including timeline
- Educate board on fund development, grantmaking, leadership/succession and communications

Building your affiliate board

- Create “bucket list”

THE BUCKET LIST

Bucket #1- individuals we would like to add now		
Name	Aff Board contact	Notes

Bucket #2- individuals we would like to add in 2-3 years		
Name	Aff Board contact	Notes

Bucket #3- individuals we would like to add in 3-5 years		
Name	Aff Board contact	Notes

Review criteria for affiliate board members

“Must Have” Criteria - These are the characteristics that all affiliate board members should have

- Willing and able to commit time both for meetings and for work between meetings
- Team player: someone who can support group decisions for the good of the organization even when they may not agree with the specific decision
- Good listener
- Thoughtful decision maker

Review criteria for affiliate board members

“Wouldn’t It Be Nice” Criteria - These are traits we want someone on the affiliate board to have, however, are not necessary for governing the board or for all members to have.

- Experience as a committee member or board member of another nonprofit that has no paid staff
- Big-picture thinker
- Experience serving our community
- “Facilitative” skills – i.e., the ability to synthesize the thoughts and ideas of others

Review matrix for affiliate board recruitment

- Industry Background
- Skills & Experience
- Connections
- Philanthropic Potential
- Diversity
- Other considerations

Consult Affiliate Foundation Bylaws

Bylaws will describe:

- Officers and Duties
- Election Date and Term Lengths
- Vacancy and Removal
- Advisory Council
- Meeting frequency
- Suggested committees

Role of Governance Committee

- Propose to the affiliate board nominations based on the Bucket List, Recruitment Matrix and Bylaws
- Propose a plan for orientation of new board members
- Propose a plan for board self-evaluation
- Conduct affiliate board member exit interviews