

Sample Agency Board of Directors Work Plan

Objective 1: Cultivate 30 persons currently known by board members to become board members, first-time donors, or significantly increased (at least +\$100) donors

Who? Each of the 15 members will succeed in arranging a meeting at the agency with at least two friends or colleagues of theirs; the board members will attend along with the Executive Director and on occasion other board members and/or staff. During the meetings all present will strive to tell the agency's "story" to the guess.

This overall process will be coordinated by Board member X and the Executive Director. They will arrange for coaching in "storytelling."

Objective 2: Total board giving will increase this year by 25%.

Who? Board member X will coordinate this initiative.

Objective 3: No later than August 31 the Board will have endorsed an evaluation methodology for the agency's two largest programs. The methodology will be applied the following year.

Who? Board member X and the Executive Director will lead this initiative.

Objective 4: When the Board appoints new members in December it will appoint five persons, at least three of whom will be African American or Hispanic, at least one of whom will be a social worker or health professional by background, and at least one of whom will be a person of considerable means or someone who knows a great many people of considerable means.

Who? The chair of the Nominating and Board Development Committee and the Executive Director.

Objective 5: No later than July 1 the Board will approve a salary-setting and bonus-determining methodology to be used in future years.

Who? The Executive Director will consult professional consultants as needed and will submit a proposed methodology at least one week prior to the July board meeting.

Objective 6: The Board will review and revise as needed all agency fiscal policies.

Who? The Executive Director and the Finance Committee will perform the initial, detailed review and will direct all recommendations for change to the full Board.