



Saline County Community Organization

To-Do

ORGANIZATION

- Choose a name
- Outline mission and vision
- Define population/target market
- Create titles and descriptions for board members and officers
- List supporters
- Develop election process
- Develop onboarding process
- Elect board members

NONPROFIT

- File for Articles of Incorporation
- Apply for EIN
- Establish nonprofit bylaws
- Apply for federal & state tax exemptions

COMMUNITY

- Grants
- Build community partnerships
- Research resources
- Board meetings

Board of Directors' Responsibilities

1. Represent the community. The organization exists to serve the community – it's important for the leaders of the organization (the Board) to know what the community needs and wants.
2. Advocate for the Organization to the community. The community must understand the services available to help them, and they must understand the organization before they will give money and other resources to the organization.
3. Manage the Executive Director. The Board is the Executive Director's boss, and must do everything a good boss does to select the right person and oversee his or her work.
4. Create the vision of the organization. The leaders of the organization (the Board) must identify the goals and objectives of the organization, and make sure the Executive Director and staff accomplish those.
5. Develop, maintain and monitor implementation of policies. The leaders of the organization (the Board) must establish the rules under which the organization operates. The Executive Director and staff then do their work within that framework.
6. Provide fiscal oversight. The community provides resources to the organization – the Board is responsible to the community to ensure that the organization uses its resources well.
7. Ensure adequate financial resources. The Board must make sure the funds are available for the organization to do its work, and continue to do that work into the future. The Board oversees fundraising activities and monitors the organization's income and expenses.
8. Perform legal duties. Social service organizations are corporations under state law, and must do what's necessary to remain in good standing with the state authorities and those who provide the organization's funding.

Board of Directors' Nominees & Roles





















Key Roles Defined

PRESIDENT: Operations management, oversee projects and board, planning

VICE PRESIDENT: Overseeing internal operations, helping to build strong customer relationships, maximizing the company's operating performance, and helping to achieve the company's financial goals

SECRETARY: Ensuring meetings are effectively organized and recorded, upholding the legal requirements of governing documents, maintaining effective records and administration

TREASURER: General financial oversight, financial planning and budgeting, financial reporting, book/record keeping

MARKETING/PR: Social media, graphic design, press releases, media contact, website/email marketing

COMMUNITY RELATIONS: Attend community events to represent the organization, serve as central point-of-contact for non-employees, organize outreach

FUNDRAISING: Organize fundraising opportunities, write grants, solicit donations, keep records of donations, ensure donors are recognized

VOLUNTEER RELATIONS: Recruit and coordinate volunteers for fundraising, events, outreach; maintain volunteer records, assist with community projects

Key Roles

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

TREASURER:

MARKETING/PR:

COMMUNITY RELATIONS:

FUNDRAISING:

VOLUNTEER RELATIONS:

Name Ideas

BOOST COMMUNITY

PROJECT SALINE

ADVOCATE ALLIANCE

NEIGHBOR NETWORK

BETTER BETS

CARE CLUB

CARE OUT LOUD

HOPE SALINE

VOLUNTEER SALINE

PROJECT HOPE

HOPE UNITED