

This e-mail is a service of the Center for Nonprofit Management. ** NOTE NEW E-MAIL ADDRESS. ** To ensure delivery of e-mails from the Center to your Inbox, please change or add reply@cnm.goldlasso.com to your Safe Senders List or Address Book.

BOARD BREAK

Online Newsletter for Board Members

March 2007

A publication of the

CENTER FOR NONPROFIT MANAGEMENT

An e-newsletter filled with the latest news and resources
on nonprofit board governance.

Short enough to read on your break!

IN THIS MONTH'S NEWSLETTER:

- * [Disaster Recovery – Tips for Risk Management](#)
- * [Board Development Opportunity](#)
- * [Board Leader Program](#)
- * [On the Board Member's Nightstand](#)
- * [Tools for Your Board](#)
- * [Great Web Links](#)
- * [Mark Your Calendar](#)
- * [Share the Wealth! Tell Others about Board Break!](#)

IN NATIONAL NEWS

Disaster Recovery – Tips for Risk Management

"In the nonprofit world, trouble will often find you when you least expect it. It is potentially lurking behind every fundraising event, every hiring decision and every programming move," says John Diconsiglio in his paper *Flirting with Disaster* at www.BoardSource.org. Many of us think we need disaster recovery plans for the unlikely natural disaster or possibly for our technology systems, but John makes it clear in his article that arson at a care facility, breaches in confidentiality, increased competition for resources or clients, a lawsuit brought by a former employee, and many more scenarios - are all potential areas of vulnerability for nonprofits. In his article, John makes the following suggestions for risk management:

- Ensure you are insured
- Check references of potential employees - run credit and background checks
- Understand and be comfortable with the fund development strategies of your agency
- Read and review your bylaws (again)
- Ensure you have signed conflict of interest statements from board and prime staff and that they understand what it means

Other ideas from *The NonProfit Times* include:

- Get certificates of insurance from vendors and partners for special events
- Have a plan: first to protect people; secondarily to protect financial data, signed contracts, databases, HR files and insurance files

An article in the *Nonprofit Quarterly* "Lessons in Crisis" following 9/11, expressed that "boards of our small and medium sized neighborhood nonprofits may not have been proactive as is recommended in times of crisis". A key lesson from 9/11, according to authors Dennis Derryck and Rikki Abzug, is that nonprofit organizations need to consider the benefits of

affiliation, federation or networking, as well as active governing boards, so they do not have to face crises alone.

For more information on disaster recovery, join us for the next Board Builder session April 11th, [The Board's Role in Business Recovery](#), that addresses the role of the board in establishing policies that provide for business recovery in the face of various threats. Content will include: practicing anticipation; components of disaster/crisis and recovery policies and plans; board-level procedures for monitoring implementation; the role of board members during the disaster and recovery stages; and resources that support the recovery process.

IN LOCAL NEWS

Board Development Opportunity

Learn how to govern more effectively and efficiently to help your organization succeed in today's tough environment by taking advantage of the Center's board training services. The Center's board development workshops help nonprofit boards develop better governance skills and learn proven best practices.

The three to four hour workshop is our most requested and includes time for interactive discussion throughout the MS PowerPoint presentation that includes the following topics:

- Legal and ethical obligations of the board
- Roles and responsibilities of the board/staff/executive director
- Key functions of the board
- Work of the board and ideas for better board meetings
- Criteria for an effective board

The 3-4 hour session ranges from \$600-\$800 for Center members depending on your budget size and should be planned 3-4 weeks in advance of your requested date. Our seasoned presenters will emphasize a particular area of work for your organization and can present during the day, evenings or weekends. This session also works well in conjunction with a full-day Board Retreat.

Let Us Help Your Board Rise to the Challenge!

For more information, [click here](#) or call Sally Lutz at 214-826-3470, ext. 231 to schedule your training for your next meeting.

Board Leader Program

The Center for Nonprofit Management developed the **Board Leader** program to build strong, engaged boards. The program is specifically designed for board members to provide support in the areas you say you need most:

- Resource Development
- Board Governance
- Energizing Leadership
- Strategic Planning
- Assessment of the Organization & Board
- Understanding the Role of the Board

Components of the Board Leader program include:

Board Break, an electronic newsletter:

This free electronic newsletter gives you a snapshot of trends and tools in board governance as well as provides a window into what is on the minds of board members from throughout North Texas. The bi-monthly e-newsletter is filled with focused information and timely resources board members need to enhance their governance skills and build and sustain motivation to serve. Each edition features a poll for subscribers to weigh in on important governance topics, with results reported in the following issue.

If you have enjoyed receiving *Board Break* and would like to sign up your entire board, fax or e-mail your board list along with e-mail addresses to Yvonne Kyle at 214-821-3845 (fax) or kyle@cnmdallas.org.

Board Builder, a speaker luncheon series:

This interactive bi-monthly lunch series brings board members together with keynote speakers to discuss topics of interest and solve key issues that your boards face every day. For more information or to register by phone, call 214-826-3470. The fee for each lunch is \$25 for CNM members, \$35 for non-members (lunch is included).

[Click here](#) to view the current *Board Builder* schedule or register for a session.

For more information on the Board Leader program, contact Sally Lutz at 214.826.3470, ext. 231 or lutz@cnmdallas.org.



On the Board Member's Nightstand

Practical, actionable tips you can apply to your board...

Disaster Recovery Planning for Nonprofits

by **Michael K. Robinson**

This book lays the framework for organizations that wish to form comprehensive disaster recovery plans. The book also examines current trends identified through a recent nonprofit study. For more information or to order this book, [click here](#).



Tools for Your Board



Q: Is there a reasonable cost provider to check backgrounds?

Yes, The Volunteer Center of North Texas has a background check program called veriFYI. For more information, visit <http://www.volunteernorthtexas.org/VolunteerCenter/Volunteer+Jobs/>.



Q: What exactly is D&O Insurance?

D&O Insurance, Directors and Officers insurance safeguards board members and the organization against several problems that are not covered by general liability policies. [Directors and Officers Liability Insurance](#) provides financial protection for the directors and officers of your organization in the event they are sued in conjunction with the performance of their duties as they relate to the organization. [Directors and Officers Liability Insurance](#) can usually include [Employment Practices Liability](#) and sometimes Fiduciary Liability. The former involves harassment and discrimination suits, and is where the majority of your exposure will be. Check out premiums from trade associations

and organizations that may bring the premium down to as low as \$700/million.



Great Web Links

Below are web site links that provide guidance in disaster recovery:

Management Help: http://www.managementhelp.org/risk_mng/risk_mng.htm

Nonprofit Times: <http://www.nptimes.com/enews/tips/management.html#manage31>

Texas Association of Nonprofits: <http://www.tano.org/attachments/contentmanagers/413/nrmc0107.pdf>

Mark Your Calendar

[2007 Get On Board! Fair](#) – May 17, 4:30-7:00 p.m.

Are you looking for new blood on your organization's board? Mark your calendar for the 12th Annual, *Get On Board! Fair* on May 17 at the Conference Center at Cityplace. This is a unique opportunity for your organization to visit with potential board members who possess special skills and represent a diverse segment of our community. Booths are now available to member organizations. Non-members will have access to registration on March 26.

[Click here](#) to download an exhibitor registration form to secure your spot now. For more information, [click here](#), or call Katy Spicer at 214-826-3470 ext. 232.

Community Board Institute – April 18, 7:45 a.m. to 2:45 pm **A One Day Nonprofit Leadership and Management Seminar**

Location: Temple Emanu-El, 8500 Hillcrest Road, Dallas, TX 75225

- Keynote Breakfast Panel will discuss Nonprofit/For-Profit Relations
- Special Luncheon Keynote address featuring Gloria Campos of Channel 8
- More than 35 morning and afternoon sessions covering six tracks
 - Resources/Fund Development
 - Leadership/Governance
 - Financial Management
 - Ready...Tech...Go! Technology Track
 - Community Outreach, Marketing and PR
 - Volunteer Management

Fee: \$40/person
\$30/person with 4 or more people registering at the same time.
After April 9: \$60/person.

[Click here](#) to download the event brochure or [click here](#) to register.

Board Builder Luncheon: [The Board's Role in Business Recovery](#)

April 11, 11:30 am - 1 pm

Speaker: James Shelby, CIC, CPCU, Vice President, Frost Insurance Agency-Dallas

Disasters for nonprofits don't always come with names like Katrina and Rita, and can be anything but "natural." This session addresses the role of the board in establishing policies that provide for business recovery in the face of various threats. Content will include practicing anticipation; components of disaster/crisis and recovery policies and plans; board-level procedures for monitoring implementation; the role of board members during the disaster and recovery stages; and resources that support the recovery process.

Fee: \$25 members / \$35 non-members. Lunch is included.

Location: Center for Nonprofit Management, 2902 Floyd Street, Dallas

To register online, [click here](#).

Conversations in Inclusiveness Series – Tuesday, April 10

[Issues of Gender in the Nonprofit World](#), 9 am – 12 pm

This session approaches concerns of gender in the nonprofit space from this larger context, while raising critical questions such as: Are men and women really so different? How do nonprofit professionals and volunteers navigate gender-related issues in their work, whether in the boardroom, the office, or among clients in the field?

[Working with the Hispanic Community: Overcoming the Barriers](#), 1 – 4 pm

This workshop is for staff and board members of any organization who desire a basic understanding of the Hispanic community today. Participants will learn key cultural aspects and simple strategies to begin to overcome barriers, so as to more effectively work with, serve, and involve Hispanics.

Special: Attend both sessions on April 10 and lunch is FREE!

Fee: \$60 members / \$90 non-members (per session)

\$120 members / \$180 non-members (both sessions and lunch is FREE)

To register online, [click here](#).

Share the Wealth! Tell other board members about *Board Break!*

Do you know someone who would be interested in receiving *Board Break?*

E-mail Yvonne Kyle at kyle@cnmdallas.org with e-mails to add or

[click here to sign up now!](#)

Editors: Sally Lutz, Center Consultant & Sharon G. Bailey, Director of Education

Send comments and questions to lutz@cnmdallas.org.

For more information, visit our Web site at www.cnmdallas.org.

We're EmailAbuse.org approved - www.emailabuse.org.

TO UNSUBSCRIBE OR ADD ADDITIONAL E-MAILS TO THE LIST:

Send an e-mail with the subject "Subscribe to Board Break" to kyle@cnmdallas.org
Be sure to include your name, title, organization name and e-mail address.