

Board Responsibilities

June 16, 2020



Colorado Springs (CO) Branch

Agenda

- ▶ We're a 501(c)3!
- ▶ The Board's Three Legal Duties
- ▶ The Board's Role

AAUW Colorado Springs (CO) Branch Timeline for 501(c)3 Status

Achieve 501(c)3 Status

Nov '18: Board votes to pursue 501(c)3 status – DONE

Aug-Nov '19: Research application process – DONE

Nov '19: Obtain EIN tax ID for 501(c)3 status – DONE

Sep-Dec '19: Assemble 501(c)3 1023EZ application information – DONE

Dec '19: Submit Articles of Incorporation to Colorado -

Dec '19: Submit 1023EZ to IRS – DONE

Jan '20: Receive IRS approval of 1023EZ – DONE

May '20: Implement 501(c)3 AAUW Affiliate Agreement and file with AAUW National & State – DONE

Update Bylaws and Working Rules & Policies

Aug '19: Gather examples from AAUW National and other 501(c)3 Branches – DONE

Oct '19-Jan '20: Solicit suggestions for updates to WR&P – DONE

Jan '20: Draft bylaws updates – DONE

Jan '20: Board approval of draft bylaws updates – DONE

Jan '20: Submit draft bylaws updates to AAUW State – DONE

Feb '20: Finalize bylaws updates with AAUW State feedback -DONE

Mar '20: Board reviews & approves final bylaws and WR&P updates – DONE

May '20: Member vote on final bylaws updates and file with AAUW National & State – DONE

Implement 501(c)3 Status

Jan '20: Join Colorado Nonprofit Association - DONE

Jan '20: Update bank account – DONE

Mar '20: State & city sales tax exemptions – DONE

Apr '20: Record keeping on Google – DONE

Feb '20: Update Position Descriptions – STARTED

Feb '20: Board Training – STARTED

Apr '20: Fund raising and grants – STARTED

FUTURE:

Strategic planning

Financial processes (accounting system, reports, audits, etc.) – STARTED

Review and refresh admin procedures

Note: Estimated timeline as of June 2020

Now that we are a 501(c)3...

- ▶ A 501(c)3 organization is a legal entity, bound by specific laws and regulations in exchange for certain tax benefits (i.e. tax-exempt).
- ▶ All tax-exempt organizations are required to have a governing board to act as the legal fiduciary of the organization.

The Board's Three Legal Duties

Duty of Loyalty

- Focus interests of organization over your personal or professional interests
- No conflicts of interest – no use of board service for personal or commercial gain

Duty of Obedience

- Comply with federal, state and local laws
- Adhere to AAUW National and Branch bylaws and AAUW mission

Duty of Care

- Pay attention to activities and operations
- Make informed decisions

A Note About Conflict of Interest

- ▶ The AAUW COS Governance Committee will send
 - ▶ The AAUW Conflict of Interest Policy
 - ▶ Required Disclosure Statement form
- ▶ Via an email to
 - ▶ The Board
 - ▶ Board Assistants
 - ▶ Committee Chairs
- ▶ With a request to complete, sign and return as instructed.

The Board's Role



Set Organizational Direction

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Direction

- What is our Branch mission?
- What does success look like?
- Plan! (short- and long-term)

Mission, Vision, Values and Planning

- ▶ **MISSION:** our reason for existing; our core purpose (WHAT & HOW)
 - ▶ To advance gender equality for women and girls through research, education, and advocacy.
- ▶ **VISION:** If we achieved our mission, what would the world look like (WHY)
 - ▶ Equity for all.
- ▶ **VALUES:** Nonpartisan, fact-based, integrity, inclusion and intersectionality
- ▶ **PLANNING:** Where are we headed?
 - ▶ Set the Branch up for success
 - ▶ What does success look like?

Ensure Necessary Resources

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- Recruit board members
- Follow Position Descriptions
- Ensure adequate financial resources
- Be a champion! Enhance public standing

Be a Champion!

- ▶ Champion = Passionate Advocate
- ▶ Enhance public standing of AAUW and our Branch
- ▶ CHAMPION the mission, vision and values
- ▶ Invite others to get INVOLVED and ENGAGED
- ▶ INVEST to fund the vision with a commitment

Oversight



Oversight

- Attend meetings regularly
- Knowledgeable of bylaws and WR&P
- Avoid micromanaging
- Provide financial oversight
- Ensure legal and ethical integrity

Oversight Self Assessment

- ❑ Attendance, Participation & Preparedness
 - ❑ At Board Meetings
 - ❑ On Committees
 - ❑ At Board Trainings
- ❑ Participation in Planning Activities
- ❑ Understanding of Branch Financial Status
- ❑ Understanding of Branch Mission
- ❑ Active Participation in Fundraising
- ❑ Participation in Branch Events
- ❑ Ambassador to the Community
- ❑ Adherence to AAUW Values

Board Training

- ▶ Colorado Nonprofit Association
 - ▶ Member Benefit Review Webinar: July 16, 9-10 am
- ▶ <https://www.coloradononprofits.org/civicrm/event/info%3Freset%3D1%26id%3D1157>
- ▶ Colorado Secretary of State: Nonprofit Board Member Course
- ▶ <https://www.sos.state.co.us/pubs/charities/boardTrainingModules.html>

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Let's make 2020-21 the best year ever!

