

### Organizational Tools and Policies

Item	What it does	How it works for you
<b>Board Job Descriptions</b>	Clarifies and standardizes the role.	Explicit responsibilities in order to hold staff accountable, standardization, potential for less conflict & misunderstanding later
<b>Board Orientation</b>	Welcomes the new board member to the club, sets the tone, provides a framework for success.	On average you lose a year of training without orientation. Your board will be onboarded and engaged faster, find their stride and determine where they can use their talent.
<b>Strategic Plan</b>	Focuses the entire organization on the most important work.	Board and staff are on the same page with priorities. Eliminates ambiguity and aids decision making. Signals to donors & supporters what you are doing and your path.
<b>Annual Performance Evaluations</b>	Allows the employee to hear about their successes, opportunities to improve and plan for the future.	Encourages longevity & retention. Makes growth areas obvious. Helps employees avoid complacency.
<b>Annual Board Retreat</b>	Brings the board together to pause and reflect, celebrate successes, and dig deeper into two or three critical topics.	2 words- best practice. Builds culture, time to connect and allows for "blue sky" planning.
<b>Contingency Planning</b>	Allows you to be proactive, rather than reactive, when a crisis hits.	Avoid panic! Think clearly and strategically about options when you have time and space.

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<b>Scheduled Unplugging</b>	Allows for a much-needed mental reset.	Be a good leader and model for your staff.
<b>Fundraising Plan</b>	Creates a roadmap as to how your organization will raise funds for your current fiscal year.	Allows you to gracefully say no to inefficient (or wacky!) fundraising ideas. You can make choices about ideas that are not inline with your mission or if you have a lack of resources.
<b>Regular Gathering of Data Point and Metrics</b>	Allows you to make decisions based on objective numbers, not subjective bias.	Quality decision making and realistic goal setting.
<b>Succession Plan</b>	Maps out key responsibilities for staff and board members, based on position, not personality.	Ensures long-term functionality of the organization, regardless of circumstances. Institutionalizes info and makes transition easier.

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