



Love INC of Littleton Expectations for members of the Board of Directors

Love INC publishes a book of “Best Practices” for each Love INC affiliate. Following are the Best Practices regarding the Board of Directors.

Overview

The role of the Board of Directors is to serve as an agent of discernment with the responsibility to govern and develop policies that give direction to the activities of Love INC. Board members should also lend credibility to the ministry in the community. The board members, acting as a board at meetings, have very broad powers and responsibilities. The Board of Directors is committed to the mission of Love INC, willing to volunteer sufficient time and resources to help achieve the mission, and understands and fulfills its responsibilities.

Board Governance Best Practices

1. The Board of Directors is comprised of Christians with varying gifts, wisdom, and skills.
2. The Board of Directors has no fewer than 7 members, preferably 9-16 board members.
3. New board members receive a job description, orientation, and training.
4. Board members have read the Love INC Board of Directors Development tool kit.
5. The Board of Directors appoints board officers (chairperson, vice chairperson, secretary, and treasurer).
6. The Board of Directors meets monthly and members regularly attend meetings.
7. The Board of Directors brings a clear vision of how God can use the mobilized Church to transform lives and communities in the name of Christ.
8. The Board of Directors ensures community awareness and promotion of Love INC’s mission, priorities, and accomplishments (e.g., conducts presentations as needed, assists in seeking new church partners, etc)
9. Board members understand the mission of Love INC, are knowledgeable of operations and finances, and keep informed of current activities to actively participate in decision making.
10. Each board member volunteers time (in addition to regular board meetings), helps with fundraising, makes a financial contribution to Love INC, and attends Love INC events.
11. The Board of Directors has organized standing committees that accomplish their purpose.
12. Board members annually sign a conflict-of-interest form.

13. Board members understand their legal responsibilities and review legal documents (e.g., Articles of Incorporation, bylaws, letter of determination, etc), conduct strategic planning meetings, and review policies.
14. The Board of Directors develops an annual budget, reviews monthly financial statements, manages assets, and puts financial controls in place.
15. The Board of Directors prayerfully makes major decisions with an emphasis on policies that affect clients, program services, fundraising, and financial matters.
16. A meeting agenda is sent to board members before meetings and minutes are kept.
17. Terms of office and term limits are in place and followed.
18. An annual meeting is held.
19. The Board of Directors monitors service to clients and client satisfaction, conducts an annual performance review of the executive director, evaluates the board's performance, and ensures Love INC operates consistent with its mission.
20. The Board of Directors identifies, nominates, and trains new board members to perpetuate Love INC.