

SOP # _____ Revision: _____
Effective Date: _____

Prepared by: _____
Approved by: _____

Title: SANTA ROSA PLATEAU FOUNDATION (SRPF) - BOARD TRAINING

Policy: Board training will be scheduled at least on an annual basis and will take place in addition to the New Board Member Orientation. Attendance and participation in Board trainings by each Board member is part of a Director's responsibility and will be included as an expectation in the Board member job description

Purpose: In order to be in compliant with certain non-profit laws and regulations, it is in the best interest of the SRPF that members of the Board receive training and information related to non-profit governance, philanthropic trends and issues and reporting requirements.

Scope: The following will apply to the planning and structure of any board trainings other than the New Board Member Orientation already addressed in SRPF policies and procedures.

Procedure:

1. Board training topics can be determined/suggested by the Governance Committee, Executive Committee, Budget & Finance Committee, Executive Director and SRPF consultants such as CPA, Attorney and insurance agencies.
2. On-going trends, issues and changes in laws affecting non-profit management will also be monitored and presented by the Executive Director to the Board regarding materials inclusion in training program.
3. The Executive Director will be responsible for identification, follow-up and confirmation of presenters.
4. Date, time and site will be arranged by SRPF staff and appropriate notices will be sent to each Board member.
5. Non-board volunteers may be invited to the trainings; for example committee chairs or committee members.
6. Attendees will not be compensated for their attendance. However, attendance will be required and attendance record will be maintained for IRS or other reporting purposes.
7. A training budget line item will be discussed at the annual budget planning meeting to cover potential costs associated with training, including but not limited to: Presenter's fees, supplies and refreshments.