

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** NONP 7850

**Course Title:** Non-Profit Board and Volunteer Development

**Course Description:** Learn different methods for recruiting and filling a non-profit board and organizing volunteers, the lifeblood of most nonprofit organizations. Learn about the role of Board members, volunteers who help guide the direction of a nonprofit, promote the organization in the community, and ensure that the nonprofit's mission is fulfilled.

**Suggested Course Prerequisites:** (NOT REQUIRED) How to Start a Nonprofit; Nonprofit Strategic Business Planning & Best Practices; Budgeting, Accounting, and Reporting for Nonprofits; Grant Research and Development 101.

**Course Resources:**

<https://www.sos.state.tx.us/corp/nonprofitfaq.shtml>

<https://www.fghlaw.com/nonprofit-board-guidelines/>

Books (optional):

Nonprofit for Dummies

Nonprofit Kit for Dummies

**Student Learning Outcomes:**

Board Members Development:

- Non-profit Bylaws, what are they, why are they important
- What are board members and what are their duties?
- How to effectively recruit the 'right' type of Board Members.
- What is the difference between Board vs. Advisory Members?
- What are Advisory Board members' duties?

Volunteer Development:

- Why you need volunteers?
- How to effectively recruit volunteers.
- Volunteers, Community Service & Interns
- Finding a Volunteer Coordinator
- Value your volunteers, community service & interns.

**Certification Notes:** This course is part of a certificate series,

<http://www.collin.edu/ce/classes/nonprofit.html>

**Next course recommendation:** Digitally Marketing and Branding Your Nonprofit

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

## **Lesson Plan – by week or session:**

### **Session 1: Legal compliance and public disclosure:**

Discussion of compliance of federal laws and regulations including laws and regulations of the state and local jurisdictions in which the non-profit is formed. Adherence to code of ethics. Policies and procedures to ensure any potential conflict of interest within the organization and governing board are appropriately managed. Implementation of policies and procedures to protect business records. Ensuring that the organization has adequate plans to protect the assets of its board members. Discuss information concerning the operations including its governance, finances, programs and activities being made available to the public.

### **Session 2: Effective Governance:**

The board's responsibilities regarding the strategic direction, mission, annual budget and fiscal and governance policies. Having sufficient members on the board to allow for full deliberation and diversity of thinking on governance and other organizational matters. Diverse make up of a board, this includes experience and skills appropriate to advance the organization's mission. Board's responsibility in regards to evaluating performance of executive officer of the organization. Structure of paid staff and executive committee. Policies and procedures for length of terms and number of terms that can be served. Financial oversight. Solicitation and fundraising. Maintaining a strong volunteer base. Models for structuring a board, bylaws, recruiting of board members. Service as a board member is generally without compensation.

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.