

Board Resources Available for Borrowing

Revised 09/29/10

The following books are available for borrowing from the Ministry Services Office. If you wish to borrow a book (limit two at a time), please email Terri Klug, Ministry Services assistant, at tklug@ssnd.org and she will mail it to you. Please return it in one month. If you decide you want to keep the book, please send a check for the cost made out to "SSND" to the Sponsorship Office and we will purchase a new copy for future borrowers.

(Many of these books can also be ordered directly from www.BoardSource.org.)

Andringa, Robert C. with Outi Flynn and Sandra R. Sabo. *Nonprofit Board Answer Book II: Beyond the Basics* (BoardSource, 2002). Includes sections on mission and purpose, finances, strategic alliances, "in the public eye," and board-staff partnerships. Cost: \$40.00

Axelrod, Nancy R. *Chief Executive Succession Planning: the Board's Role in Securing Your Organization's Future* (BoardSource, 2002). Includes sections on the ongoing succession planning that precedes the executive search, the steps of the executive search, creating a climate for success, a mechanism for institutional assessment, using the results of institutional assessment, and developing a post-appointment executive transition plan. Cost: \$52.00

Axelrod, Nancy R. *Advisory Councils* (BoardSource, 2004) Includes chapters on the purpose of an advisory council, finding the right members, structure and support, conflicts and compromises. Cost: \$20.00

Berger, Steven, CPA. *Understanding Nonprofit Financial Statements (Third Edition)*, (BoardSource 2008). Organized to maximize a nonprofit board member's understanding of the most important financial elements within an organization. Board members will gain a greater ability to appraise and evaluate financial statements, cash flow, and financial outcomes of the organization. Includes a CD-ROM containing sample financial documents and a powerpoint presentation on financial practices to be used at board meetings to improve financial skills. Cost: \$33.75

Burstein, Joann Morgan. *BoardSteps: The Framework for Effective Nonprofit Governance*, (Philadelphia, Nonprofit Board Advisors, LLC, 2004). The material in this book is based on the author's premise that the framework for effective boards is "Results = Relationships + Resources." The book presents a systematic approach to building—or rebuilding—a board and includes worksheets for analysis and planning. Cost: \$28.00

Chait, Richard P., Thomas P. Holland, and Barbara E. Taylor. *The Effective Board of Trustees*, (New York: MacMillan Publishing Company, 1991). Includes chapters on the following dimensions: contextual, educational, interpersonal, analytical, political, and strategic. Cost: \$23.49

Chait, Richard P., William P. Ryan, and Barbara E. Taylor. *Governance as Leadership: Reframing the Work of Nonprofit Boards*. (Hoboken, New Jersey: John Wiley and Sons, Inc., 2005). From the dust jacket: "Describes three types of governance—fiduciary, strategic, and generative—that together enable effective trusteeship; explains the power and pay-off to organizations and boards when trustees govern in the generative mode—the most neglected yet most consequential type of work a board can do." Cost: \$34.75

Flynn, Outi. ***Meeting, and Exceeding Expectations: A Guide to Successful Nonprofit Board Meetings, (Second Edition)***, (BoardSource, 2009). Solutions to common board problems, such as poor chair performance, absentee board members, and conflict of interest. Tips to help solve typical board dilemmas and promote generative discussions. Suggestions to help your board members become more innovative and seek new solutions to old problems. Cost: \$51.00

Governance Series, Revised Edition (BoardSource 2003). These nine booklets cover:

- (1) Ten Basic Responsibilities of Nonprofit Boards, *Second Edition*
- (2) Financial Responsibilities of Nonprofit Boards,
- (3) Structures and Practices of Nonprofit Boards,
- (4) Fundraising Responsibilities of Nonprofit Boards,
- (5) Legal Responsibilities of Nonprofit Boards,
- (6) The Nonprofit Board's Role in Setting and Advancing the Mission,
- (7) The Nonprofit Board's Role in Planning and Evaluation,
- (8) How to Help Your Board Govern More and Manage Less,
- (9) Leadership Roles in Nonprofit Governance.

Cost: \$11.67 (each)

Grace, Kay Sprinkel. ***Speaking of Money: A Guide to Fundraising for Nonprofit Board Members – User's Guide***. (BoardSource, 1996) Designed to raise the expertise and comfort level of board and staff members in understanding the development process, cultivating prospects, articulating the case for support, making the ask, and maintaining donor relations. Includes a 28 minute video CD-ROM hosted by Hugh Downs. Cost: \$18.25

Greater Milwaukee Foundation, ***Executive Transition Initiative*** (2008):

ETI Overview of Succession Planning. Provides a roadmap through the different types of succession planning and helps you determine which type(s) are applicable to where your organization is in its life cycle. Cost: \$5.00

ETI: Departure Defined Transition Toolkit. Provides a roadmap through the executive transition process in your organization, including step-by-step strategies for Executive Directors and board members. Cost: \$10.00

ETI: Emergency Succession Planning Toolkit. Provides information and tools needed to create an emergency succession plan unique to your needs. Includes step-by-step guidance, checklists and templates to prepare your organization in the event of an unforeseen executive extended leave or departure. Cost: \$10.00

ETI: Strategic Leadership Development Toolkit. Provides a roadmap through the succession planning and leadership development process in your organization. Introduces a number of strategies for Executive Directors and board members to employ. Cost: \$10.00

Hyatt, Thomas H., ed., Ober Kaler, P.C., Attorneys at Law. ***The Nonprofit Legal Landscape***, (BoardSource, 2005). Includes sections on organizing a nonprofit, including setting up the corporation, tax considerations, duties of directors and officers, lobbying, intellectual property, employment law, employee benefits law, and other legal issues. Although laws differ from state to state, and country to country, this would be an especially useful resource for groups setting up their project / organization, preparing for incorporation, and setting up a board. Cost: \$32.00

Jossey-Bass. ***The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives (Second Edition)*** (BoardSource, 2007). Includes sections on basic board functions, board structure, selection and development of board members, board and committee meetings, the board's role as a fiduciary, board-staff relations, organizational change, and other critical issues. Cost: \$30.00

Kocsis, Deborah L. and Susan A. Waechter. *Driving Strategic Planning: A Nonprofit Executive's Guide* (BoardSource, 2003). This book is designed to help chief executives do successful long-range planning by assessing readiness of staff, engaging all appropriate stakeholders in the process, handling common resistance from board and staff, and monitoring each stage in the process to ensure continuity.
Cost: \$22.00

Lahey, Berit M., Ph.D. *The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members (Second Edition)* (BoardSource, 2007). This book includes chapters on identification, cultivation, recruitment, and orientation of new board members; involvement, education, evaluation and rotation of the board; and celebration of achievements. Each chapter includes action steps and sample forms. CD includes an orientation PowerPoint and many useful forms that can be customized and printed by your organization.
Cost: \$44.00

Lawrence, Barbara and Outi Flynn. *The Nonprofit Policy Sampler (Second Edition)* (BoardSource 2006). This tool provides key elements and practical tips for 48 topic areas, including ethics, boards and board members, chief executive, finance, fundraising, communications, and more. Included are 240 sample policies, job descriptions, codes of ethics, and board member agreements, all professionally and legally reviewed. Samples on a CD-ROM can be customized.
Cost: \$60.00

Sternberg, Dave. *Fearless Fundraising for Nonprofit Boards (Second Edition)* (BoardSource, 2008). This book covers fundraising from foundations and corporations, but its primary focus is the source of the greatest potential fundraising success: individual donors. Includes a CD-ROM, *Presenting Fundraising*, a presentation on fundraising practices that can be used at board meetings to improve fundraising skills.
Cost: \$28.75

Tempel, Eugene R. *Development Committee* (BoardSource, 2004). Book Four of the BoardSource Committee Series, intended to provide board members and chief executives with a practical approach to determining an appropriate committee structure and details on the responsibilities of each committee.
Cost: \$10.00

The Source: Twelve Principles of Governance That Power Exceptional Boards (BoardSource, 2005). This book defines governance not as dry, obligatory compliance, but as a creative and collaborative process that supports chief executives, engages board members, and furthers the causes they serve.
Cost: \$16.00

Wertheimer, Mindy R. *The Board Chair Handbook (Second Edition)* (BoardSource, 2008). This edition focuses on helping board chairs carry out their responsibilities for the good of the organization. Organized into three sections, consisting of (1) the Foundation, (2) the Journey, and (3) the Finale.
Cost: \$33.75