

The Springfield Workshop Foundation

Board of Trustees Orientation Handbook

Contents

Governance

- 1.1 Mission
- 1.2 Duties of Officers
- 1.3 Committee Chair Duties
- 1.4 By-laws
- 1.5 Articles of Incorporation

Trustee Orientation

- 2.1 Historical Overview
- 2.2 Board Mission
- 2.3 Job Description
- 2.4 Length of Term

Trustee Service

- 3.1 Code of Ethics Policy
- 3.2 Conflict of Interest Policy
- 3.3 Personal Commitment
- 3.4 Evaluation Process

Board Meetings

- 4.1 Meeting Times & Locations
- 4.2 Sample Agenda
- 4.3 Sample Minutes

Nominating

- 5.1 Nominating Committee Overview
- 5.2 Meetings
- 5.3 Nominating Procedures
- 5.4 Sample Meeting Minutes

Finances

- 6.1 Foundation Resources
- 6.2 Sample Financial Statement

Investments

- 7.1 Finance & Investment Committee Overview
- 7.2 Investment Policy
- 7.3 Sample Meeting Minutes

Financial Development

- 8.1 Development Committee Overview
- 8.2 Development Calendar
- 8.3 Donation Policy
- 8.4 Donor Recognition Policy

Grants

- 9.1 Grant Committee Overview
- 9.2 Committee Policy

Public Relations

- 10.1 PR Committee Overview
- 10.2 Publications
- 10.3 Web-Site

Administration

- 11.1 Management of the Foundation
- 11.2 Office Location
- 11.3 Executive Overview
- 11.4 Staff Evaluation

The Springfield Workshop Foundation Board of Directors Orientation Handbook

Governance

- 1.1 The **Mission** Statement summarizes the purposes and goals of the Springfield Workshop.
- 1.2 **Duties of Board Members & Officers** serves as a job description for Members of the Board.
- 1.3 **Committee Functions** provide an overview of the activities and responsibilities of the various committees of the Board of Directors.
- 1.4 **By-Laws** provide the operational guidelines for the Board.
- 1.5 The **Articles of Incorporation** serves as the legal documents that form the basis for the Springfield Workshop, Inc.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Member Orientation

- 2.1 The **Historical Overview** provides a snapshot view of the Workshop from Inception and the early days to today's state of the art facility.

- 2.2 **Board Mission** is a brief overview of the duties and mission specifically for the board of trustees.

- 2.3 **Job Description** provides an outline of the duties and responsibilities of a Board member.

- 2.4 **Length of Terms** is an overview of member terms.

The Springfield Workshop, Inc.

Board of Trustees Orientation Handbook

Trustee Service

- 3.1** **Code of Ethics Policy** provides an overview of the ethical behavior of all Board of Director members.

- 3.2** The **Conflict of Interest Policy** outlines the parameters of service on the Foundation Board of Directors and personal business.

- 3.3** The **Personal Commitment** section asks each board member to consider making a personal investment in the company.

- 3.4** The **Evaluation Process** outlines the method for evaluation of the Chief Executive Officer of the Workshop by the Executive Committee.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Board Meetings

- 4.1 Meeting Times & Locations** outlines pertinent information about the various meetings of the Workshop.

- 4.2 Sample Agenda** provides the format of Board of Director meetings and outlines the various steps taken during each meeting.

- 4.3 Sample Minutes** is a sample of a past meeting providing the format of official board meeting minutes.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Nominating

- 5.1 Is an overview of the **Nominating Committee** guidelines and responsibilities.
- 5.2 **Meetings** outlines when meetings of the Nominating Committee should be held.
- 5.3 **Nominating Procedures** outline the method for suggesting a candidate for membership and the formal process of joining the board of Directors.
- 5.4 **Sample Meeting Minutes** provides a general idea of meetings and the business conducted during a meeting.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Finances

- 6.1** The **Financial Resources** section provides an outline of the financial status of the Workshop including any cash, investments and other various assets of the Workshop and Foundation.

- 6.2** The **Sample Financial Statement** provides a snapshot of the Workshops financial condition.

- 6.3** The **Investment Policy** provides an outline of how the finances of the Foundation will be invested and monitored.

- 6.4** **Sample Meeting Minutes** outlines the format of meetings and the business conducted there.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Public Relations & Marketing

- 7.1 The **Public Relations Committee Overview** provides the guidelines and responsibilities of the committee.

- 7.2 The **Publications** portion outlines the various publications of the Workshop.

- 7.3 **Web-Site** explains our interactive web-site and provides information about the Workshop, Foundation, and Sunny Bunny Easter Eggs.

The Springfield Workshop, Inc.

Board of Directors Orientation Handbook

Administration

- 8.1 Management of the Workshop** outlines the organizational structure of the Springfield Workshop.
- 8.2 Office Location** provides the physical location of the office and outlines future plans for expansion.
- 8.3 Executive Overview** provides background of the Chief Executive Officer and the Management Team.
- 8.4 Staff Evaluation** provides the format for a formal evaluation of the Chief Executive Officer and a schedule of when it takes place.