



# Serving on a neighborhood board

Neighborhood and Community Relations Department

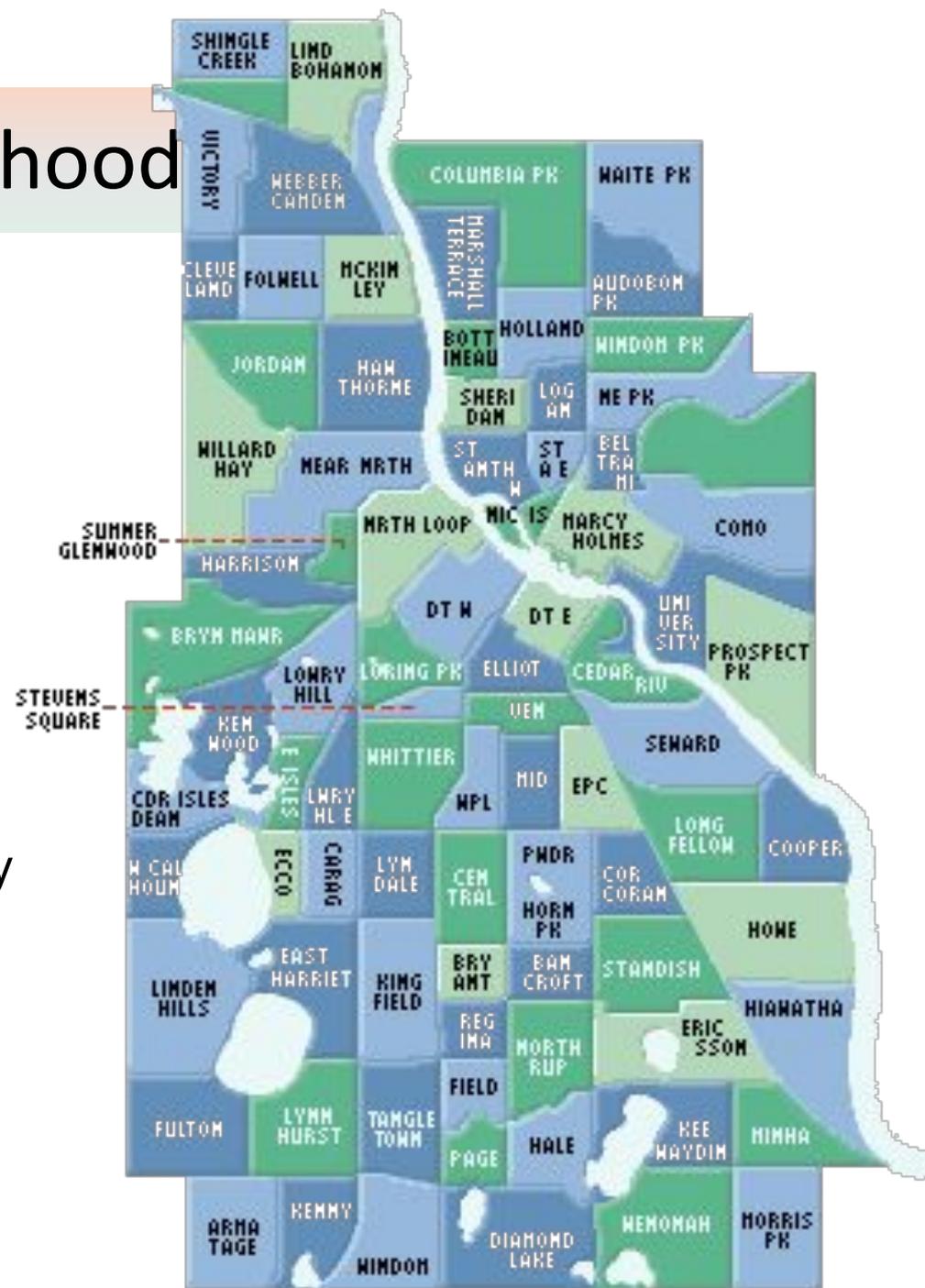




**Framing on neighborhood landscape  
Board Roles and Responsibilities**

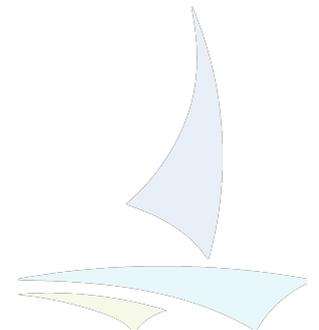
# Minneapolis Neighborhood

- 66 recognized neighborhood organizations representing 83 different neighborhoods
- Each is an autonomous, independent nonprofit organization
- With boards elected by residents and bylaws created by their communities
- Some with histories of 50 or even 100 years!



# Neighborhood Organizations Responsibilities

- Help neighbors get to know each other and build community
- Plan and host special events and social activities
- Discuss neighborhood concerns and find solutions
- Empower residents to represent the collective interests of the community
- Make physical improvements in the neighborhood
- Ensure equitable programs and services
- Board represents the community



# NCR

- Neighborhood and Community Relations Department
  - Neighborhood Support Specialists
    - Neighborhood Program Manager
  - Office of Immigrant and Refugee Affairs
    - Community Relations Specialist
  - Community Specialists
    - Community Specialist Manager
    - African American
    - Southeast Asian
    - East African
    - American Indian
    - Latino
    - Aging
    - ADA
  - LGBTQIA Manager
  - Administrative Team
    - Program Assistant
    - Contract Administrator
    - Language Services Coordinator
    - Community Relations Specialist (communications)

# NRP Program

- Direct City Services
- Build Neighborhood Capacity
- Develop multi jurisdictional partnerships
- Create a Sense of Place
- Asset Based & Place Based Methodology
- Read Author John McKnight “Building Neighborhoods from the Inside Out”.

# FAQ

- When did NRP close?
- When were TIF districts re-certified?
- How long did that TIF (tax increment district) money run?
- What is the Citizen Participation Program?
- What was the Citizen Participation and Technical Assistance Plan?
- How was the Citizen Participation Program funded?
- How did neighborhoods start?

# The Board of Directors are the Governing Body of a Nonprofit



# What do boards do??

- 1. Approve the budget. 2. Review, sign, and assure submission of annual reports. 3. Review and authorize personnel policies relevant to hiring, promotion, dismissal, compensation, whistleblowers, independent contractors, key employees, sexual harassment, and fairness to the disabled and other groups. 4. Meet annually and as needed, even if only electronically. 5. Review and approve plans of reorganization, growth, and contraction. 6. Review and approve plans for major asset sales and acquisition. 7. Review and approve major gifts, including the terms of the gifts. 8. Review and approve the organization's plans to do major borrowing. 9. Review and approve the organization's investment policy and plans to open banking and other financial accounts. 10. Review and approve major changes in retirement, benefits, and compensation for all employees, with special focus on reasonableness for top executives. 11. Review and approve amendments to the bylaws. 12. Provide and be prepared to receive complaints and allegations of wrongdoing that affect the senior staff— its omission or commission, including conflicts of interest. 13. Discharge and replace its members for reasons authorized by the bylaws. 14. Create committees and hire consultants. 15. Write policy and review status of its own membership for independence, conflict of interest, self-dealing, competence, performance of duties, and compensation. 16. Be prepared to authorize lawsuits by the organization, receive them, and dispose of them by settlement agreed upon by them, if necessary. 17. Authorize liability, bonding, and other insurance and indemnification. 18. Authorize collaborations, other commitments of the organization, and their terms. 19. Require accountability, transparency, loyalty, and conformity by key employees, and protect the identity and integrity of the organization. 20. Request dissolution and carry out its terms. 21. Approve changes in the organization's name and address. 22. Approve changes in the number, composition, qualifications, authority, or duties of the governing body's voting members; and in the number, composition, qualifications, authority, or duties of the organization's officers or key employees. 23. State the requirements for a quorum or for any class of issue. 24. State the conditions and procedures for calling emergency meetings. 25. Keep records of its activities.

# Board Responsibility

- Providing Strategic Leadership
- Managing for Financial Stability
- Serving as an Ambassador for the Organization
- Supporting and Supervising the Executive Staff
- Ensuring Healthy Governance
- Fiduciary Duties

# Fiduciary Duties

## The 3 Core Board Member Duties



### DUTY OF CARE

Board members should fulfill their roles to the best of their abilities. This means proactively participating and communicating.



### DUTY OF LOYALTY

All activities should be done in the best interest of the organization, not in the best interest of individual board members.



### DUTY OF OBEDIENCE

The board should follow organizational rules as defined in the nonprofit's governance documents.

# Which Hat?

and when?



When you are at the **board table** you are acting as **board member** and you are **accountable to the Chair of the Board**.

When you are in an **operational role**, you must take off your board member hat – you are now **accountable to a staff member** of the organization. Or if your organization doesn't have any paid staff, you still have to understand that you are no longer governing, you are now supporting the operations of the organization. **Always remember in your various roles, who are you accountable to?**



# Bylaws

- Every board member should read and understand these bylaws
- Most complaints come from organizations not following their bylaws
  - Best way to operate openly and transparently is to follow your bylaws
    - And/or follow the process outlined in your bylaws to change them
  - Ramifications of not following bylaws
    - Loss of community trust and legitimacy
    - Possible loss of funding through NCR
    - Civil suit by a complainant in court, possibly resulting in dissolution of the organization

# Key Operating Policies and Procedures

Bylaws are your governance policy, in addition, you should have:

- Conflict of Interest Policy\*
- Financial Procedures\*
- Grievance Procedure
- Hiring / HR Procedures (Personnel Policy)
  - Equal Opportunity Employment/Affirmative Action Policy
  - Whistleblower Policy
- Americans with Disabilities Act Policy
- Language Access Policy

# Financial Best Practices

- Create an organizational budget yearly
- Compare Financial Reports to your Budget
- Diversify your funding streams
- Use a Fundraising Plan
- Create an operating reserve
- Have Financial Policies and Procedures and follow them!
- Temporary Restricted funds
- Permanent Endowment



# What is a Conflict of Interest?

- Conflicts of Interest occurs when your personal interests conflict with your responsibility to act in the best interests of your nonprofit. The term 'personal interests' does not need to be your own interest, but may also arise from the interests of your family, friends, or other organizations you are involved with.
- Can also occur when an officer for a nonprofit organization violates trust
- Examples include:
  - Nepotism
  - Self-Dealing

## Quick tip – the impartial observer test

A useful way to identify conflicts of interest is to use the 'impartial observer test'. The test is as follows:

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① You are a member of a charity's board.

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② You have some personal interests.

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③ Would an impartial observer think that you are likely to, or may be likely to, be improperly affected by these personal interests?

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If you answer yes to the final question, then it is likely that you have a conflict of interest.

# City Funding Program



# Neighborhoods 2020

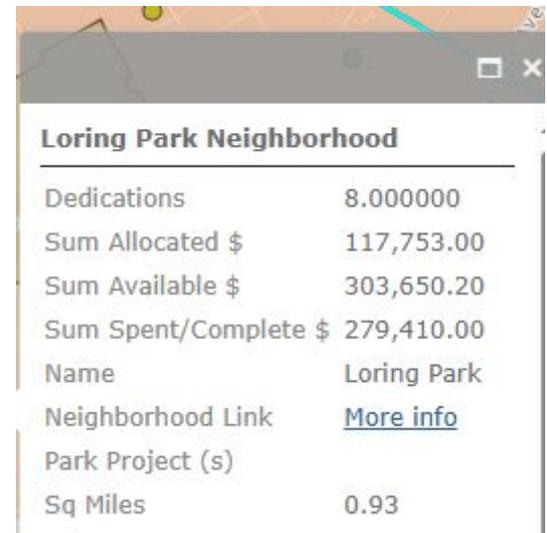
- Citywide Neighborhood Network Fund and the Equitable Engagement Fund are allocations for specific neighborhoods
  - Planning began in 2010, funding began then
- Takes an Equity approach to neighborhood allocations
- Asks neighborhoods to look at their leadership and compare it to their demographics;
  - Who is overrepresented? Who is missing in your programming? On your board? At your meetings?
  - Who are the decision makers and are they representative of your neighborhood?
- Application has been combined for both funds and must include a revised Engagement Plan.
- Community partners funding - Jana

# Park dedication funds

- Approved by the State legislature for MPRB to collect parkland dedication fees since 2014
- These fees are assessed on any development within Minneapolis
- Designed to enhance the park system
- Fees are spent in the same neighborhood where they are collected
- Spent on park system expansions or enhancements

# Map

- [MPRB - Park Dedications](#) (Tate to pull up link)



The image shows a screenshot of a map application. A data popup window is open, displaying information for the 'Loring Park Neighborhood'. The popup has a title bar with a close button (X) and a maximize button. The data is presented in a table-like format with labels on the left and values on the right.

Loring Park Neighborhood	
Dedications	8.000000
Sum Allocated \$	117,753.00
Sum Available \$	303,650.20
Sum Spent/Complete \$	279,410.00
Name	Loring Park
Neighborhood Link	<a href="#">More info</a>
Park Project (s)	
Sq Miles	0.93