

SOP # 6 **Revision:**
Effective Date: 8.24.2011

Prepared by: Bylaws/Policies and Procedures Comm.
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) – BOARD TRAINING**

Policy: Board training may be incorporated into the annual Strategic Planning meeting. Attendance and participation in Board trainings by each Board member is part of a Director’s responsibilities.

Purpose: In order to be in compliance 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 fund raising methods 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.

1.0 Training Procedure:

- A. Board training topics can be determined/suggested by the Bylaws/Policy and Procedure Committee, Executive Committee, Budget & Finance Committee, Education Committee, Executive Director (ED) and the SRPF consultants such as CPA, Attorney and insurance agencies.
- B. 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.
- C. The Executive Director will be responsible for identification, follow-up and confirmation of Board approved training consultants.
- D. Date, time and site will be arranged by the ED in cooperation with the Board President and appropriate notices will be given to each Board member.
- E. Attendees will not be personally compensated for their attendance. However, attendance will be required and attendance records will be maintained for IRS or other reporting purposes.
- E. A training budget line item will be included in the annual budget planning process to cover potential costs associated with training, including but not limited to: Presenters fees, supplies and refreshments.