



Developing an On-Boarding Manual for the Board of Directors

1. Welcome Letter from Executive Director and Board Chair



2.

Brief History of Organization

Providing a brief history of your agency helps new board members familiarize themselves with the agency, where they have been, where they are now, and their vision for the future.

3.

Directory of Current Board Members

A directory of current board members with their biographies helps new board members get to know other members as well as where they might find opportunities for involvement.

4. Mission Statement and Purpose

Isaiah 58 Ministries

Mission Statement

Claiming our unity in Christ, in partnership with other churches, in celebration of the human community, and in common service with other faiths and secular organizations, we intend to:

- 1) Provide programs and services to meet the physical and spiritual needs of persons in our neighborhood and in our churches.
- 2) Promote opportunities for an ecumenical witness to Christ in the inner city and to exist as a sign of unity in a fragmented church and society.
- 3) Work cooperatively with other church and community groups for the building up of the human community and alleviation of human problems such as hunger, poverty, racism and injustice.

Our Purpose

The essence of our mission is expressed through “**Isaiah 58 Ministries CARES.**” This is an acronym that accurately and succinctly describes the focus of our ministry. Isaiah 58 Ministries

Connects services and resources to those in need. We facilitate and strengthen partnerships among area churches, restaurants, grocers, businesses, volunteers, and local health providers with residents of south St. Louis. We engage volunteers and clients and facilitate resources to those without.

We **Advocate** for the poor, restoring dignity and hope to the lives of those we serve. We strive to show people that they are accepted for who they are, wherever they are in life, and we are committed to a policy of non-discrimination.

We **Refer** individuals to critical community-based resources including rent and utility assistance, health care, employment training, shelters, safe havens, and more.

We **Educate** clients in nutrition and health through proven programs like “Cooking Matters” as well as offering life skills classes. We offer limited counseling services, spiritual direction and recreational experiences for participants. We also provide hunger and poverty simulation education for volunteers who join us for immersion and mission experiences.

We **Supply** emergency provisions and basic needs through our food pantry and thrift store as well as infant care packages to mothers in need. We are responsible stewards of over \$1million of in-kind donations that we receive every year, which includes food, hygiene products, adult and children’s clothing, baby products and other essential items. We are a leader within an integrated distribution network. We are centrally located and recognized as a trusted neighborhood resource easily accessible for those dependent on public transportation.

5. 10 Basic Responsibilities for Serving on a Non-Profit Board

1. Determine the mission and purpose and advocate for the agency.

The board is responsible for ensuring that agency's mission is clearly stated and enthusiastically supported.

2. Select the executive director.

The board's ability to consistently recruit and retain an effective leader is a critical factor in an agency's success.

3. Support and evaluate the executive director.

Providing personal and organizational support for the executive leadership, periodically assessing the executive director's performance, and acknowledging strong service through appropriate compensation are key board responsibilities.

4. Ensure effective planning.

Through the planning process, the board and staff translate the agency's mission into objectives and goals to be used to focus energy and resources.

5. Monitor and strengthen programs and services.

The board's fundamental responsibility begins with ensuring that current and proposed programs and services align with the agency's mission and purpose.

4. 10 Basic Responsibilities for Serving on a Non-Profit Board (continued)

6. Ensure adequate financial resources.

While much can, and should, be expected of the chief executive and management team, boards are responsible for ensuring the agency has the funds it needs and that it doesn't spend beyond its means.

7. Protect assets and provide financial oversight.

Safeguarding the agency's assets and holding them "in trust" on behalf of others, is one of the most important board functions.

8. Build and sustain a competent board.

Three principles typically apply: Boards will only be as effective as their individual board members; the level of expectation for board members is consistently articulated by the agency's leaders; and well-balanced boards depend on the sustained diligence of a governance committee.

9. Ensure legal and ethical integrity.

Because the board is ultimately responsible for ensuring adherence to legal standards and ethical norms, its members should collectively exhibit diligence, commitment and vigilance.

10 Enhance the agency's public standing.

Board members should think of themselves as ambassadors and advocates – and together with management strategically communicate Isaiah 58 Ministries' story and aspirations while contributing to a healthy and accurate public image.

6.
By-Laws
7.
Most Recent
Annual Report
8.
Current Budget

Isaiah 58 Ministries
By-Laws
Revised 1/2013



Isaiah 58 Ministries
2020 Budget

9.
Board
Committee Job
Descriptions

10.
Minutes from
most recent
board meetings

Encourage board members to join one or more board committees to stay engaged and make a difference

Provide minutes so new board members can learn about board meeting format and basic content of meetings

11.
Conflict of Interest
Policy

It is in the best interest of the board to adhere to a written conflict of interest policy that provides legal safeguards for board members and the agency.

12.
Safe Space Policy

A “Safe Space” policy ensures the safety of staff, volunteers, board members and patrons against abuse of any kind, including sexual harassment, sexual exploitation, physical and mental abuse.

13.
Signature Page

A signature page ensures that all board members have read and agree to abide by the policies set forth by the agency.

14+.
Optional
additional
documents

These documents might include:

- Employee Job Descriptions
- Employee Handbook
- Volunteer Manual
- Agency Guidelines for Patrons
- Other relevant documents specific to your agency