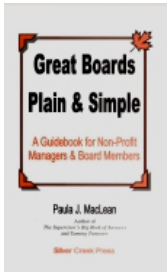


## BOARDS



**Book:** Great Boards: Plain & Simple A Guide for Non-Profit Managers & Board Members

**Author:** Paula J. MacLean

**Edition:** 2003

**Summary:** Great Boards Plain & Simple is a Canadian guidebook covering more than 50 topics related to boards of directors of not-for-profit organizations. Sections are arranged in alphabetical order for quick reference. A partial list of topics includes board-staff role clarification, policy development, developing & revising bylaws and problem solving & conflict resolution. Author Paula MacLean lives in Edmonton Alberta.

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**Book:** Financial Responsibilities of Not-for-Profit Boards

**Author:** The Muttart Foundation

**Edition:** 1997

**Summary:** Is keeping the accounts of your Not-for-Profit organization keeping you awake at night? Then this edition of the highly successful BOARD DEVELOPMENT workbook series is for you! This book will guide you through the maze of financial management. It transforms a confusing list of numbers into helpful information. The financial responsibilities of a not-for-profit organization are clarified. Budgets, book keeping, and reading the financial statements are presented in a simple step-by-step format. Also featured is a financial management checklist. The BOARD DEVELOPMENT workbook series has been developed by the Board Development Program, Volunteer Services Branch, Alberta Community Development, and has been published by the Muttart Foundation and Alberta Community Development.

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**Book:** Hiring and Performance Appraisal of the Executive Director

**Author:** The Muttart Foundation

**Edition:** 1998

**Summary:** Hiring and appraising the executive director of a not-for-profit organization are big jobs. Many competent and effective boards approach these jobs with a sense of fear and trepidation. They know the choice of an executive director has far-reaching consequences for the health, viability, and future of the organization, so it is important to select the most appropriate person. As well, they know that sound management of the performance of the executive director is essential for making sure that the organization is meeting the goals that the board has set. This workbook is designed as a guide for boards of directors who are in the process of hiring a new executive director and/or providing the executive director with a performance appraisal. The workbook is divided into four parts:

- The Organization's Foundations

# ARCQE Resource Library



- The Executive Director's Mandate
- The Hiring Process
- The Performance Appraisal Process

The BOARD DEVELOPMENT workbook series has been developed by the Board Development Program, Volunteer Services Branch, Alberta Community Development, and has been published by the Muttart Foundation and Alberta Community Development.

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**Book:** Developing Job Descriptions for Board Members of Nonprofit Organizations

**Author:** The Muttart Foundation

**Edition:** 1994

**Summary:** *I've got the job, now what am I supposed to do?* Write effective and comprehensive job descriptions for every member of your board. Clarify roles and responsibilities so that your volunteer board works effectively and efficiently. Includes suggestions for executive positions, committee chairpersons, and general board member duties. The BOARD DEVELOPMENT workbook series has been developed by the Board Development Program, Volunteer Services Branch, Alberta Community Development, and has been published by the Muttart Foundation and Alberta Community Development.

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**Book:** Recruiting and Developing Effective Board Members for Not-for-Profit Organizations

**Author:** The Muttart Foundation

**Edition:** 1995

**Summary:** Want to get the best people on board, and keep them there? Recruit and develop skilled and committed leaders for your nonprofit organization. Consider board member responsibilities, expectations, and motivation. Target volunteers with appropriate qualities and learn more about retaining them through effective orientation, training, recognition, and evaluation. The BOARD DEVELOPMENT workbook series has been developed by the Board Development Program, Volunteer Services Branch, Alberta Community Development, and has been published by The Muttart Foundation and Alberta Community Development.

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**Book:** Working in Partnership: Recipes for Success

**By:** Wild Rose Foundation

**Edition:** 2001

**Summary:** There are many definitions for "partnership." We define it as something that exists when two or more organizations share resources to reach a common goal. Partnerships can be small, medium or large - temporary or intended to be permanent.

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