

## Sample Board Organizational Structure

Your Nonprofit's organizational chart should show a minimum of twelve\* board members, and include *each* member's committee assignment. Each committee must take responsibility for several related activities, to ensure that every affiliate activity is included in under some committee. To help avoid burnout, it is recommended to recruit chairs and committee members that do not serve on the board, as long as each committee has at least one Board member serving as Board liaison. (\* number will vary for each nonprofit, but 12 is a good number to begin with to ensure adequate manpower).

One successful nonprofit model uses Vice Presidents to coordinate each of the major areas of operation. When staff members are hired to increase efficiency, they may replace these VP coordinators, but staff must not replace the committee chairs or the Board liaisons, or take over the committees' work. For this process to succeed, it is critical for committee chairs to network one-on-one each month with a VP or staff, prior to the committee meeting, to review progress and plan the agenda.

### Executive Committee Members (Optional)

President: _____	Pres. Elect: _____
VP - Rsrc. Devel: _____	VP - Bus. Affairs: _____
VP – Program Services: _____	VP - Projects: _____
Secretary: _____	Treasurer: _____

	Board Liaison	Committee Chair
<b>Business Affairs Committees</b>		
Long-range Planning / Personnel	_____	_____
Finance / Reports / Insurance	_____	_____
Legal / Risk Management	_____	_____
<b>Resource Development Committees</b>		
Leadership Dev. / Training	_____	_____
Fundraising / Planned Giving	_____	_____
Outreach/Speaker's Bureau	_____	_____
Community Rel./ Volunteers / Youth	_____	_____
PR: Brochures/Newslet'r/Events		
<b>Client Selection, Support Committees</b>		
Client Selection	_____	_____
Client Support	_____	_____
Client Marketing	_____	_____
<b>Project Committees</b>		
Project Selection/ Development	_____	_____
Building Schedules / Volunteers	_____	_____
In-kind Materials & Vendors	_____	_____