



# BOARD OF DIRECTORS HANDBOOK

## MONROE COUNTY UNITED MINISTRIES

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# ABOUT MCUM

## Mission Statement:

Monroe County United Ministries creates lasting solutions to economic, educational and social injustice in our community through quality services, collaboration and innovation.

## Vision:

Our 30-year vision is to eliminate generational poverty for the people we serve.

## History:

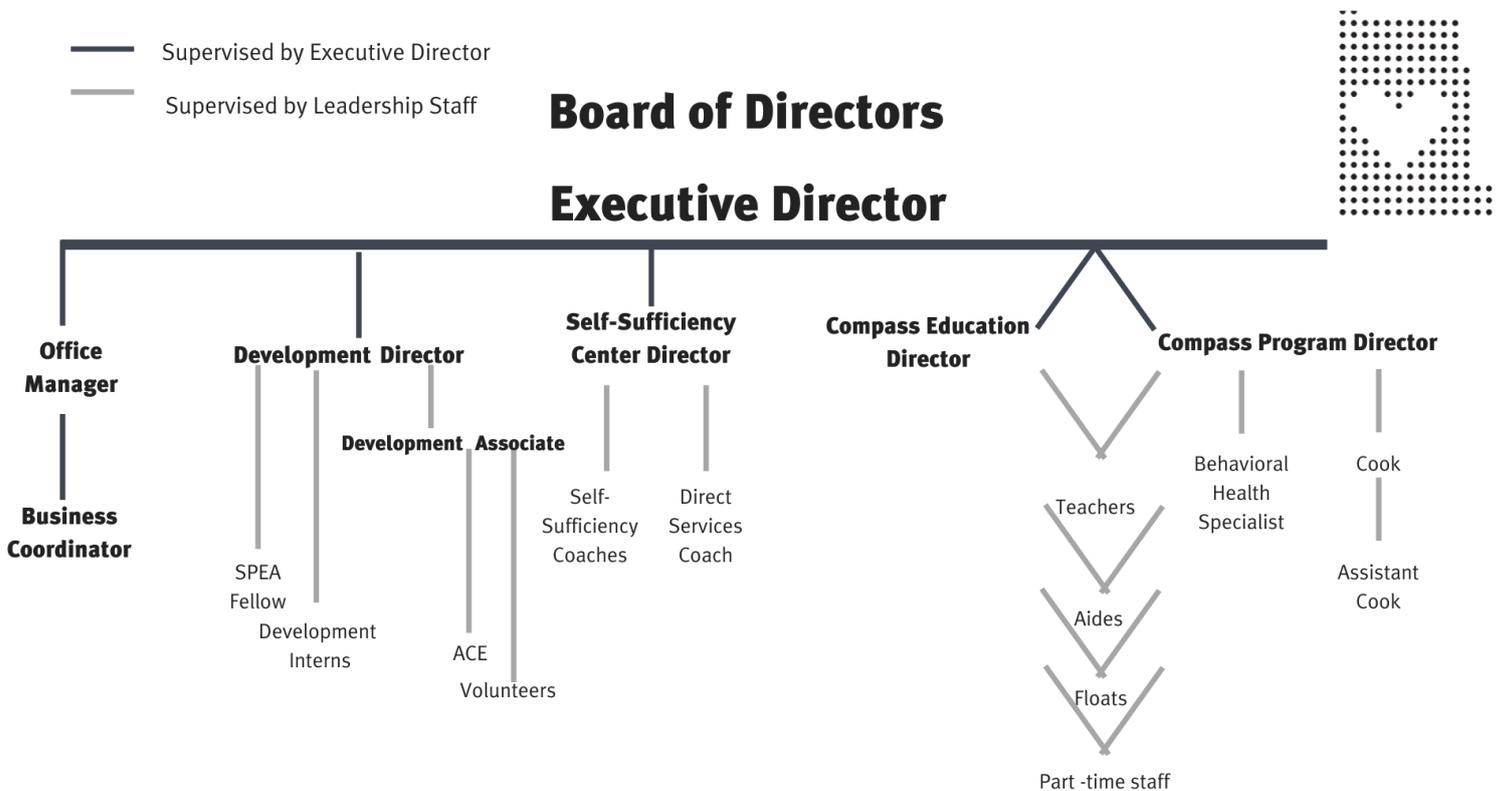
In 1939, a committee developed a plan to bring together religious organizations to provide childcare services for the low-income families living on the northwest side of Bloomington, Indiana. MCUM's first name was "The Bloomington Day Nursery." Over time, services expanded to include the Christian Center Federal Credit Union, tutoring programs, an adult literacy program, a rummage room, a mentoring program, and basic needs assistance. The Bloomington Day Nursery changed its name to The Christian Center to better reflect its growing scope of services. In 1973, The Christian Center changed its name to Monroe County United Ministries to reflect its interfaith collaboration.

## Programs:

Compass Early Learning Center provides full-day, full year care to children ages 1-6 years old. We provide licensed, high-quality care for about 85 children at one time. Compass offers a sliding fee scale in addition to the national and state voucher/fee scale programs, determining families' care rates based on household size and income. The primary goal of Compass Early Learning Center is school-readiness.

The Self-Sufficiency Center provides basic needs assistance (food pantry, cleaning and hygiene items, clothing vouchers, and emergency financial assistance) as well as long-term coaching and stability-building support to households in Monroe County. Our basic needs services are considered low-barrier, whereas the individualized coaching is an opt-in program that requires household commitment.

## Organizational Chart:





# GET ON BOARD!

Board members play an active and vital role in the agency. What you might be expected to do may vary based on your available time and particular talents.

These are essential and expected levels of participation:

- Attend monthly board meetings
- Attend meetings of committee assignments and perform the work of that committee
- Assist with selling tickets and/or obtaining auction items for our primary fundraising event, the Spring Luncheon
- Be a financial supporter of MCUM at whatever level you can do so

These are optional levels of participation but ones which greatly enhance your board experience and assist us to meet our mission:

- Participate in any volunteer opportunities that may interest you and for which you have the time to do so
- Offer to make presentations about MCUM to your church or club. We can provide bullet points and if you are not comfortable with public speaking, a staff member can speak at opportunities that you help to arrange
- Bring your friends, family, church groups, etc. around for a scheduled tour of the agency
- Visit Opportunity House, one of MCUM's most important partners
- Read MCUM's monthly newsletter, Working Together
- Become familiar with our website and the variety of information located there
- Make sure everyone you know is aware of MCUM's programs

# Board member job description



## Board Members:

1. Direct and control the business and affairs of MCUM.
2. Serve 3-year elected terms starting April 1, with approximately one-third of the terms ending each year. Individuals may serve a maximum of six consecutive years.
3. Set policies and provide resources for carrying them out.

## Specific Duties:

1. Promote MCUM's mission and favorable public relations for MCUM in the community, e.g., make presentations to current and potential supporters and organizations.
2. Be a financial supporter at a level that is meaningful to the board member.
3. Attend:
  - a. monthly board meetings. Informing the Chair or Executive Director if you will be unable to attend is essential as absenteeism harms the Board's effectiveness
  - b. an orientation meeting near the beginning of one's service on the board
  - c. any special board retreat or planning meetings
  - d. A reasonable number of MCUM sponsored functions
  - e. Routine committee meetings
4. Join at least one committee of the board and over the course of your term, consider chairing a standing committee or a committee for special projects.
5. Act as a liaison with your faith community, service organization and social circles.
6. Identify and contact prospective participants and supporters to explain MCUM's services.
7. Hire and supervise the Executive Director.
8. Approve the annual budget and annual report.
9. Volunteer in program activities, an optional experience that greatly enhances the board's understanding of operations.





# BOARD COMMITTEES

## Standing Committees (per MCUM bylaws)

### Executive Committee (board officers)

- Reviews bylaws
- Acts for board between sessions

### Program Committee

- Reviews program quality
- Reviews need for program
- Develops new programs
- Publicity

### Finance Committee

- Monitors investment performance
- Reviews budgets & financial policies
- Monitors retirement plan performance
- Reviews annual audit

### Personnel Committee

- Reviews employee policies
- Reviews job descriptions
- Evaluates Executive Director
- Reviews staff development plan
- Approves annual calendar

### Board Development Committee

- Recruits new board members
- Recruits new officers
- Provides board education and training

### Fundraising Committee

- Supports development staff in planning & implementation of fundraising plans

Each committee will elect a chair and will determine when they will meet, if a standing monthly meeting is required. They will update their work list based on the previous year committee work and look at an overall plan with the work for the upcoming year, due dates etc.

The chairperson is responsible to contact the members of the committee for establishing meeting times and reminders.

Committees should plan on meeting starting in April or May and continue until work is completed for year or monthly meetings as deemed necessary by the committee type and workload.

# Board Officer Responsibilities

## Secretary

Takes minutes at monthly board meetings. Submits minutes in a timely way to Executive Director electronically, for clarification and publication with the next month's financial reports. May be required to attest to other Board member's signatures on various documents between board meetings.

## Treasurer

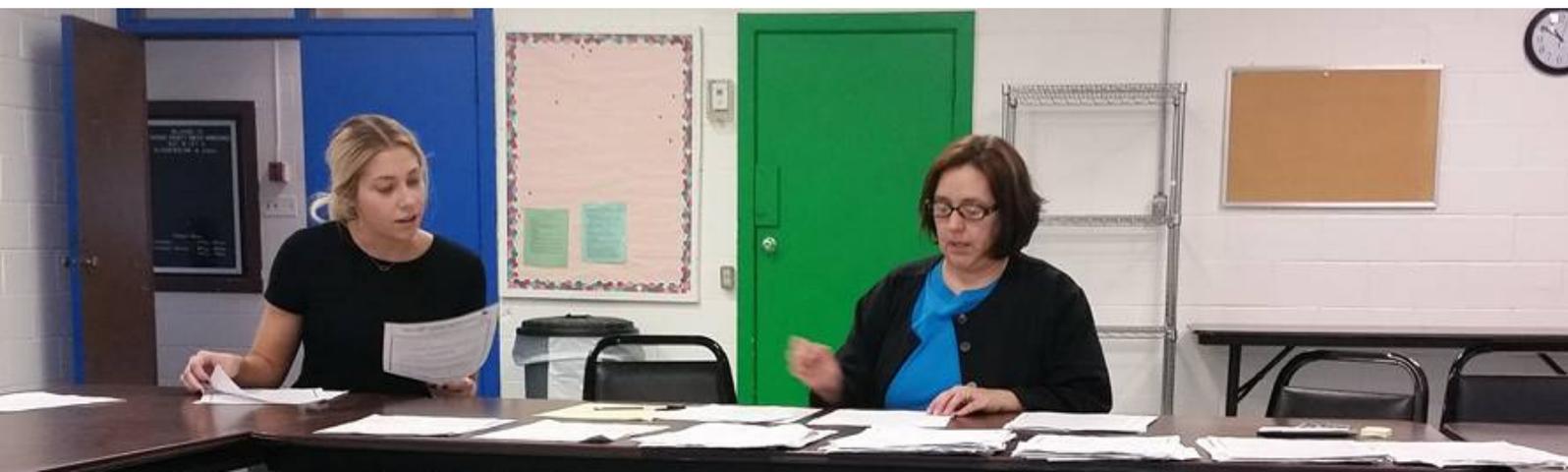
Authorizes payroll checks via direct deposit every two weeks. Authorizes accounts payable checks twice a month in accordance with MCUM payment policies. Makes sure MCUM staff are aware of dates the treasurer is unavailable so alternative signature options can be scheduled in advance. Balances the checking accounts monthly, working in conjunction with the Office Manager. Works with staff in preparation for and review of annual independent audit. Assists staff with any special bookkeeping advice and consultation. Is part of the Finance Committee. The Finance Committee is responsible for final preparation of the agency budget, approval of salary scales prepared by the Personnel Committee and has oversight and review of all pension funds.

## Chair Elect

Acts for the President in his/her absence.

## Chair

Chairs the monthly meetings, ensures all committee assignments are made and slate of officers approved for each year. Signs most contracts on behalf of the organization. Acts as back up signature for checks normally signed by the Treasurer. Takes a leadership role for board activities. Chairs Executive Committee meetings.



# THANK YOU CALLS



Each month, the development team prepares a list of donors who have given generously. Board members rotate through making phone calls simply to thank them.

Here are some hints and tips for making successful Thank You calls:

- Call when it is convenient for you to do so; there is no deadline, but another list will be given. Generally calling is best on evenings and weekends because so many donors work. You may get an answer machine. Feel free to leave your message.
- Make notes on your list of any information you feel will be helpful for us to know. Especially make note if donors ask us to not call in the future or any other followup we need to do for them.
- We do not work from a script, but some basic information is good for every call you make. Identify yourself as a board member of Monroe County United Ministries. Indicate that you are calling on behalf of the board to thank them for their gift. (The staff have already sent their receipt and a thank you card or letter.) We are NOT calling for an additional solicitation, merely to say thank you.
- The information regarding the donor and their gift is confidential...please do not release any of the information you read.