

# BOARD TRAINING FOR HOMESCHOOL GROUPS PART 1



# Board Training for Homeschool Organizations Part 1

---

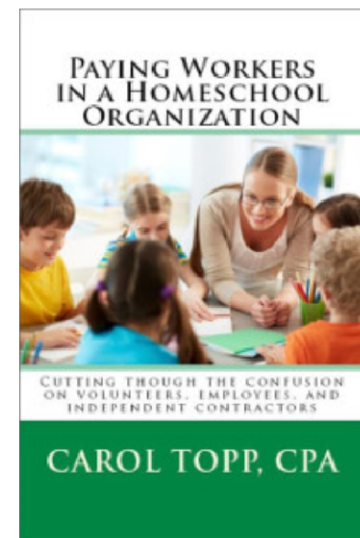
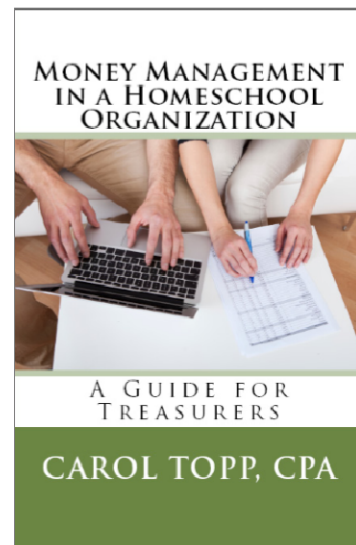
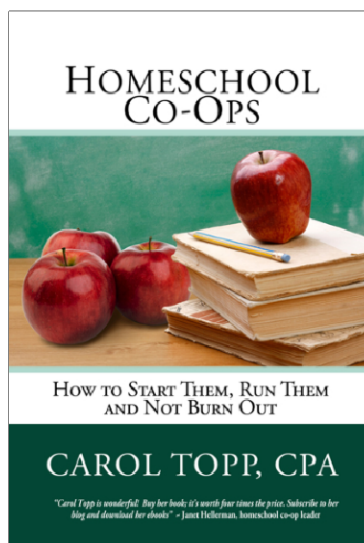
CAROL TOPP, CPA

[HOMESCHOOLCPA.COM](http://HOMESCHOOLCPA.COM)

A decorative horizontal bar at the bottom of the slide, consisting of a thin blue line on top and a thicker green line below it.



## Carol Topp, CPA






**Becky Abrams**



# Agenda

---

- Nonprofit Characteristics
  - Who is on the Board?
  - Governance v Management
  - Board Structure
  - Board Duties
  - Board Meetings
  - Bylaws
  - Board Personalities
- 

# Nonprofit Characteristics

---

# A nonprofit is:

Organized and

Operated

Founding document

Bylaws

Articles of Incorporation

Purpose

Educational



# Business vs Nonprofit

---





# Who Is On the Board?

---

# Board Qualifications

---



Passion for the mission (homeschooling)



Business skills



Nonprofit or committee experience



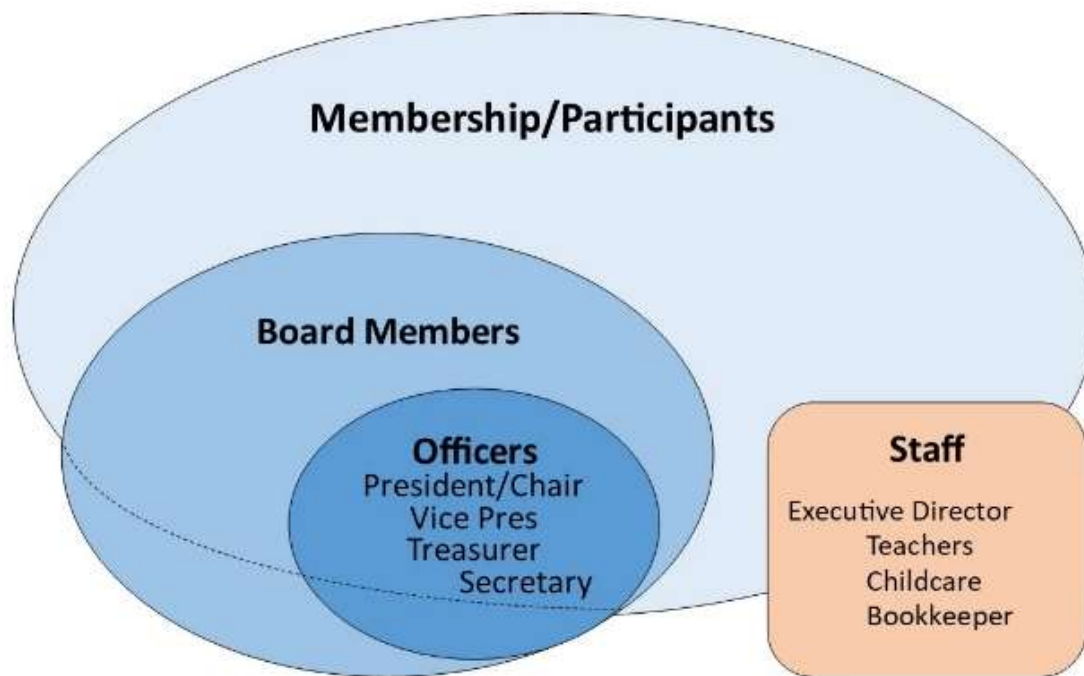
Able to help make financial decisions



Integrity, value compliance and transparency

# Board Members and Officers

---



Board members may come from participants or outside

Officers are a subset of the board with

- More responsibilities
- More authority (sign agreements, leases, etc.)
- Usually selected by vote of board or membership

Staff may come from participants or outside

- Staff do not vote as board members, but may attend meetings, especially the **Exec Director**

# Unpaid board

---

Nonprofit Board members are not paid for board service

- Too self serving
- Creates a conflict of interest

Board members should not also be paid staff

- California: Not more than 49% of board paid or related to paid person

If working too hard, hire assistants, bookkeepers, etc.

# Avoid conflicts of interest

---

Board members need to be independent from conflicts of interest.

Being compensated creates a conflict of interest.

[HomeschoolCPA.com/how-can-our-board-members-lead-and-get-paid-for-it](https://HomeschoolCPA.com/how-can-our-board-members-lead-and-get-paid-for-it)



# Governance v. Management

---

# Governance vs Management

---



**Governance** is high level: strategy, oversight, goals.

**Management** is the day-to-day operations.



Many small homeschool boards do both!

## BOARD



## PAID STAFF



### Governance:

Mission  
Strategy & goals  
Establish policies  
Accounting procedures  
Legal compliance  
Hire and appraise Exec  
Director

### Management:

Day-to-day operations  
Hire staff  
Manage volunteers  
Implement programs

Excellent short videos: <https://www.youtube.com/user/foundationgroup/videos>



# Board Structure

---

# Most Homeschool Groups:

Board/Governance

and

Management



Chair



Secretary



Treasurer



Co-op Director

All volunteers

## Board/Governance

All volunteers



## Paid Staff/Management

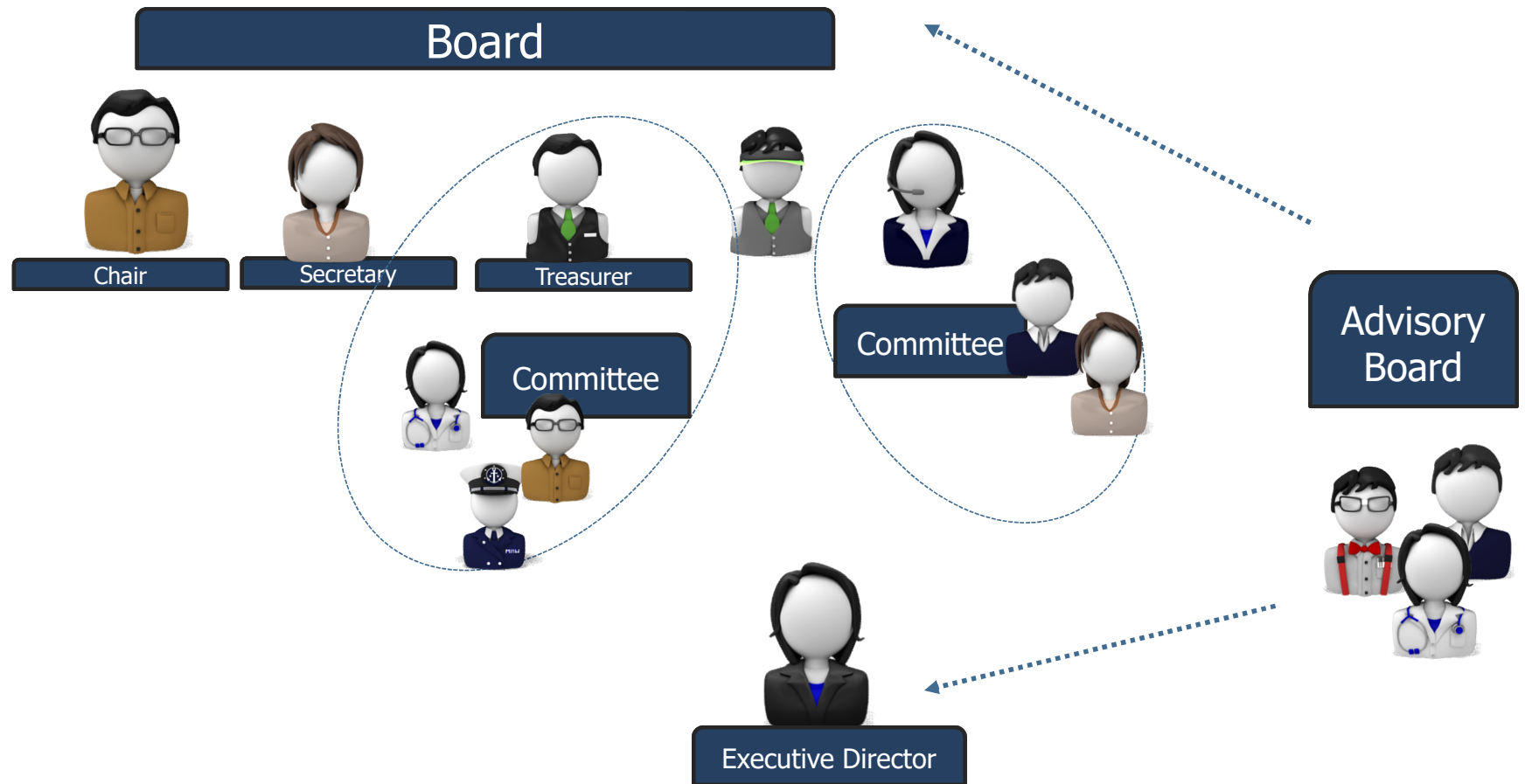
Employees



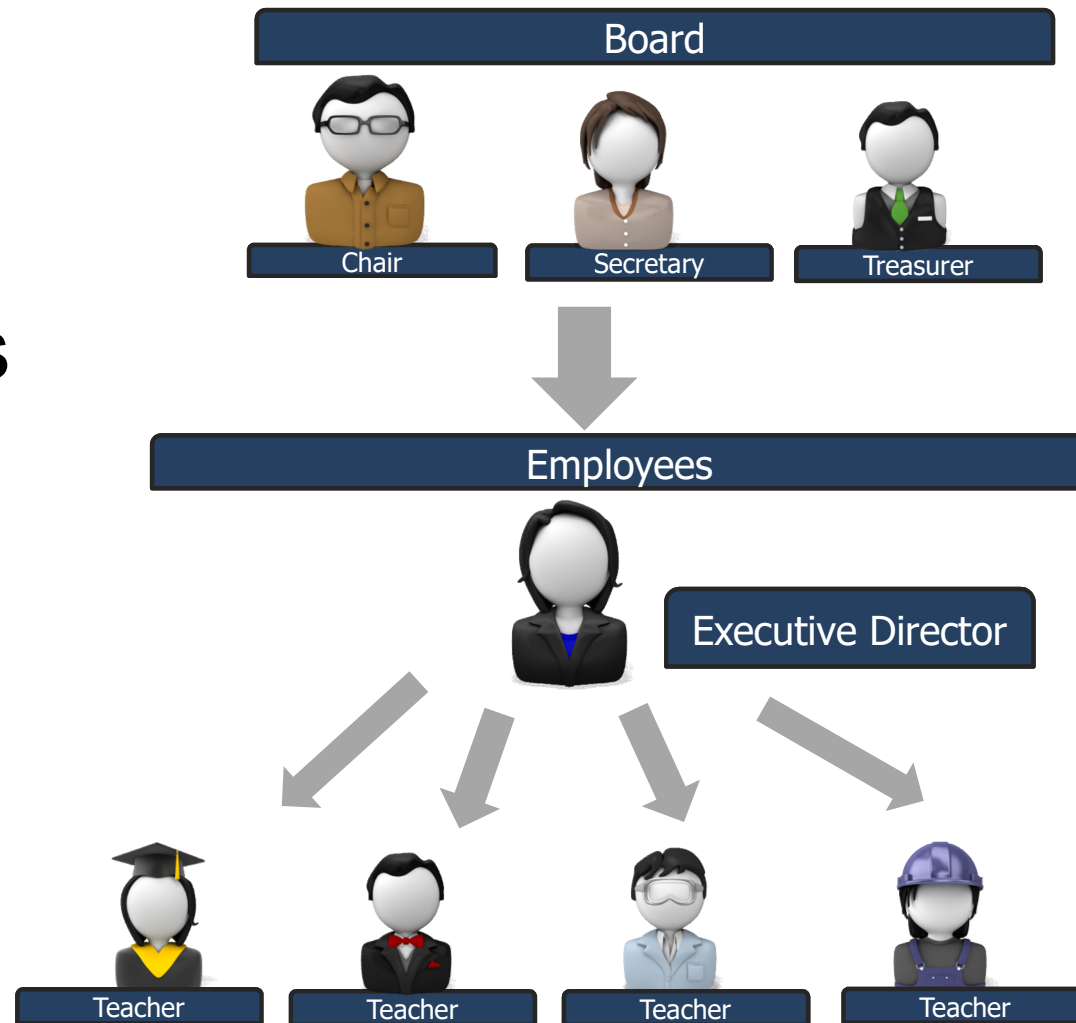
Executive Director

The board can hire and fire the Exec Dir even if she is the founder!

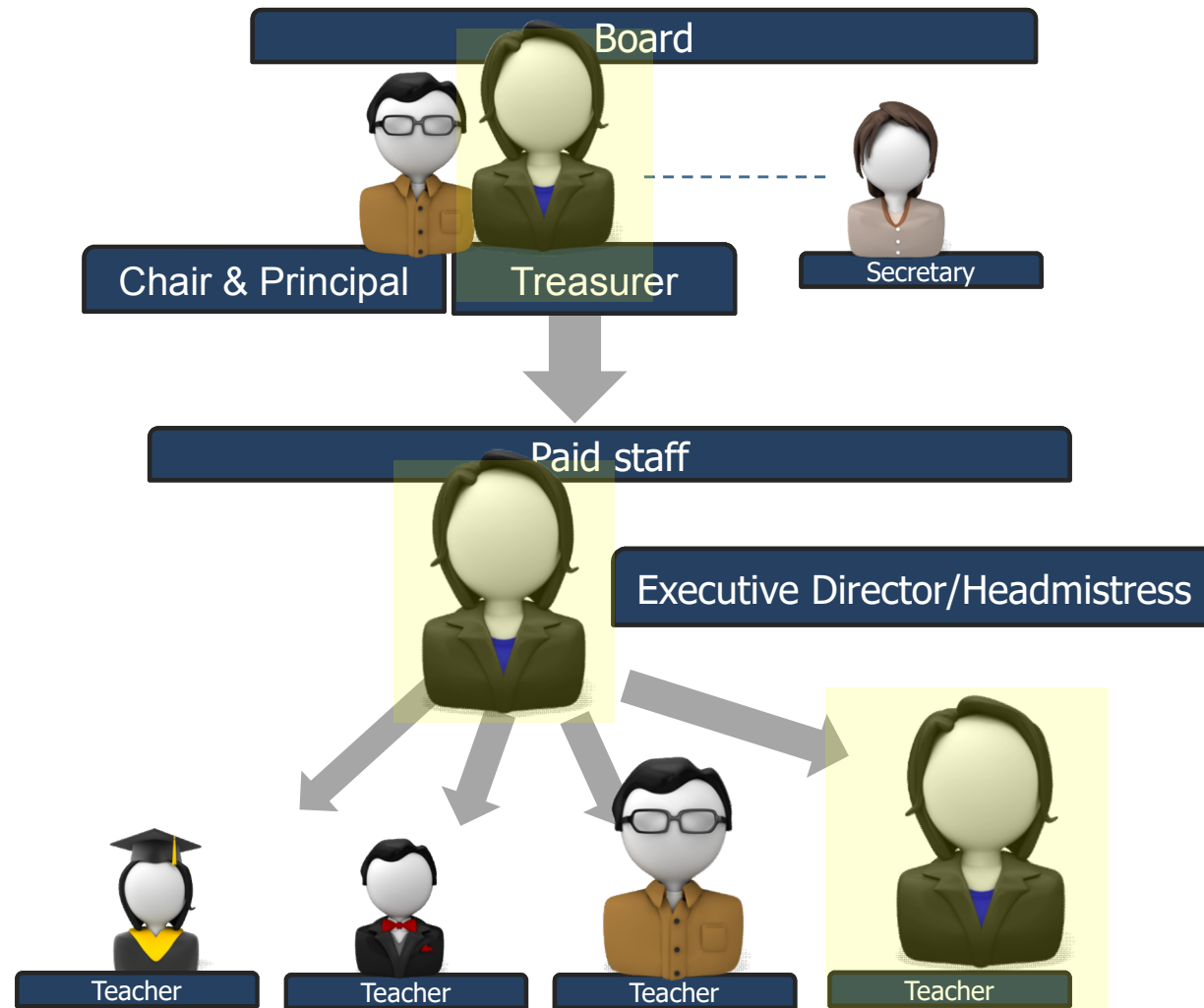
# Getting others involved in your nonprofit

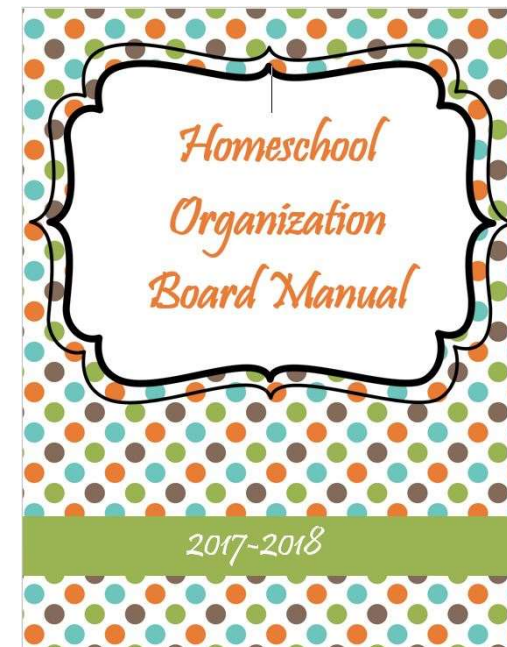
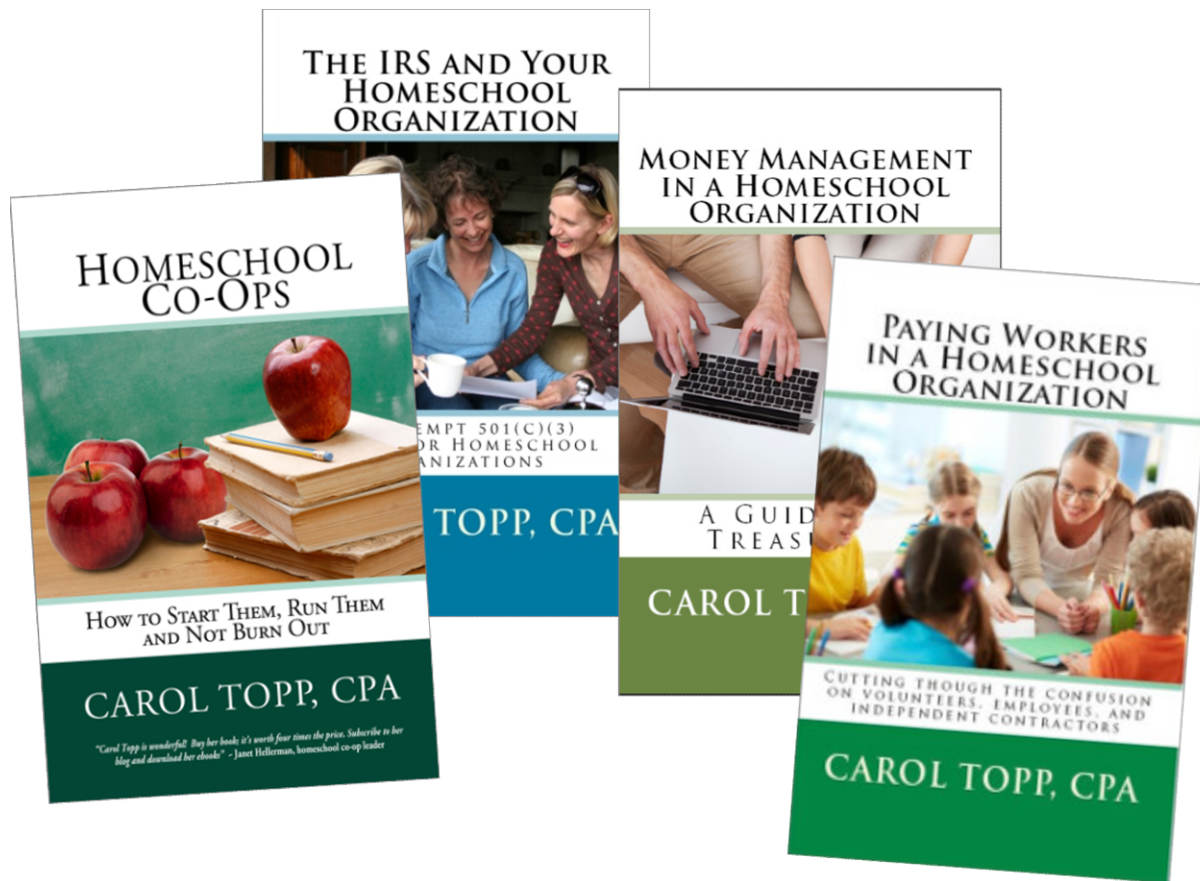


Hiring  
employees



**WRONG!**





**Need help?** Contact any of these experts in homeschool boards:

**Carol Topp**  
**HomeschoolCPA.com**



**Becky Abrams**  
**HomeschoolLeaders.com**



And more to come...  
**Visit [HomeschoolCPA.com](https://HomeschoolCPA.com)**



# Questions?

Live Zoom meeting for you to ask your questions.

Date and time will be emailed to you.

