



## The INPE<sub>x</sub> Board Training and Management Tools Index

INPE<sub>x</sub> has developed more than 150 useful management tools designed to solve problems and create leverage within nonprofit organizations. Following is a list of the Board-related tools documents available for purchase individually, by subject area or as a complete set. Available tool sets other than the board set listed below include: Strategic Planning, Fundraising, Public Relations and Selling, Agency Administration, Succession Planning, Financial Management and Volunteerism.

### Board Development Tools

- Responsibilities of Individual Board Members
- Board Member Orientation Tips
- Board Member Manual
- Board Member Code of Ethics
- Conflict of Interest Policy
- Setting Up an Emeritus Board
- Advisory Board Roles and Responsibilities
- Draft Board Member Agreement
- Resource Board Roles and Responsibilities
- Two-Tier Board Planning Sheet
- Basic Responsibilities of Nonprofit Boards
- Statistics on the Typical Nonprofit Board

### Board Performance Improvement Tools

- Board Issues Analysis Form
- Quick Board Analysis Matrix
- Quick Organizational Fundability Analysis Matrix
- Board Resource/Balance Evaluation Matrix
- Individual Board Member Performance Evaluation Matrix
- Board Evaluation Matrix vis-à-vis Key Agency Issues
- Board Process Evaluation Matrix
- Board Analysis Summary and Recommendations
- Assessing Your Board's Financial Strength
- Board Analysis Tool Set
- Sarbanes/Oxley Policy Compliance Analysis
- Board Skills Profile

### Board Recruiting and Nominating

- Prospective Board Member Evaluation Matrix
- Board Evolution Planner
- Board Succession Planning and Prospect Evaluation Matrix
- Board Officer Prospect Ranking Tool

### Board Committee Management

- Draft Committee Charter
- Committee Responsibilities
- Committee Performance Evaluation Tools
- Committee Report Template
- Committee Meeting Tracking Report

### Board Meeting Performance Improvement

- An Efficient Board Meeting Agenda
- Tips for Shortening Board Meetings
- Tips for Running More Effective Meetings
- Tips for Making Your Meeting Agenda Work
- Board Meeting Attendance Report
- Sample Board Retreat Agenda
- Two Day Retreat Outline
- Strategies for Countering Disruptive Group Behavior
- Meeting Planning/Conflict Resolution Chart
- Board Meeting Agenda/Minutes Templates
- Conducting an Effective Meeting
- Tips for Overcoming Board Problems

### Board Chairs and Executive Directors Tips and Tools

- Executive Director Leadership Test
- Personal Success Assessment
- Board/Executive Director Conflict Resolution Tool
- Executive Director Job Description
- Executive Director Candidate Analysis Form
- Executive Director Performance Appraisal Form
- Board Chair Roles and Responsibilities
- Board Chair Relationships with Chief Staff officer (Ex. Dir.)
- Executive Director Review of Board Chair Performance
- Chairman's Leadership Test