

Friends of the Fox River 2018 Strategic Plan: Governance

Area Goal Strategy Actions

Governance

I. Improve Internal Financial Controls

A. Ensure financial records and reports are maintained accurately and updated in a timely manner

1. Board and Staff will develop and implement an annual Financial planning and review cycle
2. Staff and Treasurer will reconcile and balance accounts upon receipt of monthly bank statements
3. Staff will allocate and report all time and work spent by project, program or on administration
4. Board members and volunteers will track their time on projects and events using an on-line reporting/recording tool

II. Increase Financial Collaboration and Transparency

A. Increase collaboration on financial bookkeeping, accounting and reporting

1. The Treasurer and staff will transfer all QuickBooks financial records to QuickBooks on-line
2. The Treasurer, Finance Committee and staff will create a program/project based accounting system
3. Staff will add Board only & Member only sections on our website so financial reports (and meeting reports) can be shared with members

III. Improve Board Development and Training

A. Improve Board Development Process

1. The Executive Committee will develop a board member outreach and development plan
2. The Board will evaluate current board assets and identify needed skills or assets needed
3. Staff will work with the Executive Committee and board members to engage new board members

B. Improve Board Member Orientation and Training

1. Staff will develop and print a Board Member Orientation package/notebook
2. Staff and Board will develop a Board Member training course on our website (links to Watershed Academy educational resources, past history, NFP management courses, etc.)

IV. Create an Annual Board Planning and Evaluation Cycle

1. The Board will reserve a portion of each Board meeting to review, evaluate and recommend adjustments to each area of the Strategic Plan
2. The Executive Committee and staff will prepare reports and suggest surveys as needed to support the Board's review & evaluation
3. Staff will create, conduct and prepare reports on on-line surveys to support the Board's review & evaluation as needed.