



## Board of Directors Handbook

The purpose of the Board of Directors Handbook is to provide the board members of Tucker's House with important information of the organization and help them understand their roles and responsibilities.

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### IMPORTANT DOCUMENTS PROVIDED TO BOARD MEMBERS:

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See this website page for copies of all important documents:  
<https://tuckershous.org/board>

- Board Member Handbook
- The Bylaws
- Conflict of Interest Disclosure Statement
- Board Member Contact Spreadsheet
- What Every Board Member Should Know Guide
- Core Values
- Digital Brochure

### IMPORTANT TUCKER'S HOUSE INFORMATION:

- ❖ Tucker's House is a 501(c)(3) tax-exempt nonprofit organization. It is owned by its mission and funds are distributed towards the goals of the mission.
- ❖ Our Mission: To provide home modifications for families who have children or young adults with disabilities

- ❖ Our Vision: For every child or young adults with disabilities to have a safe and accessible home
- ❖ Our Story: <https://tuckershhouse.org/story/>
- ❖ Our Team: <https://tuckershhouse.org/staff/>
- ❖ Our Services & Impact: <https://tuckershhouse.org/services/>
- ❖ Our Projects: <https://tuckershhouse.org/projects/>
- ❖ House to Home Video Series: <https://tuckershhouse.org/house-to-home/>

## BOARD MEMBER RESPONSIBILITIES:

- ❖ **Ensure proper board and staff partnership and roles:**
  - Board focuses on governance and strategic planning
  - Staff focuses on day-to-day operations and tasks
- ❖ **Duty of Good Faith:**
  - Must act in good faith and be fair in your dealings
  - Follow non-profit's governing documents, carry out its mission, and ensure funds are used for lawful purposes
  - Must be upfront and honest in your dealings with the non-profit and in fulfilling your other fiduciary obligations
- ❖ **Duty of Loyalty:**
  - Must act in a manner you reasonably believe to be in the best interest of non-profit
  - Must not benefit personally from the activities or resources of non-profit
  - Disclose any conflicts of interest using the Conflict of Interest Disclosure Statement and provide updates as they arise
  - In event you have a conflict of interest between non-profit and your own interests you must comply with TN law in resolving this conflict and remove yourself from any voting related to the conflict in question
  - Actions that benefit you at expense of non-profit are a breach of your fiduciary duty

❖ **Duty of Care:**

- Must act reasonably in regard to the non-profit's activities and financial conditions
- Must participate regularly in board meetings
- Oversee the work of the Executive Director
- Carefully consider whether you have the time to participate as required

\*See more on these duties in the [What Every Board Member Should Know Guide](#)

❖ **Fundraising Expectations:**

- Board members are expected to contribute annually to Tucker's House at a level that is considered generous to their level of ability. More information about giving can be found here:  
<https://tuckershous.org/donate/>
- Board members are expected to raise awareness and funds for the organization. Here are some examples and ideas:
  - Monthly recurring gift
  - Fill a table at Family Dinner
  - Warm introductions to donor prospects
  - Company donation or company matching program
  - Invite/treat friends to an event and ask them to make a gift
  - Make referrals to community organizations or partners
  - Make referrals for General Contractors, Architects, or other construction related companies or individuals
  - Pass along Foundation or grant opportunities
  - Follow and share social media posts

❖ **Fiduciary Responsibilities:**

- Attend board meetings and meetings of committees on which you serve

- Carefully read the materials you receive and be active in board discussion
- Be active in major actions of the non-profit
- Use your own judgment in voting and don't simply follow the lead of fellow board members or staff
- Participate in strategic planning activities
- Ask about the status of non-profit's internal controls and written policies/procedures
- Inquire about the conflict of interest policy and how to handle when they arise
- Check the non-profit's liability policy and coverage
- Review the bylaws and make sure they are up-to-date and the non-profit is operating in accordance with them
- Be familiar with federal, state, and local laws relating to charitable solicitations
- Review board meeting minutes and make sure they are properly recorded
- Review and understand the non-profit's financials and audit requirements
- Ensure that the non-profit's data and information is secure with adequate protections in accordance with any Document Retention Policy

- Investigate warning or reports of theft, mismanagement, and misconduct in accordance with any Whistleblower Policy

❖ **Financial Controls:**

- Budget Process
  - October - Staff Preparation
  - October/November - Board Review
  - Approval at final board meeting of the fiscal year
- Accounting & Bookkeeping
  - Current Firm: The Charity CFO
  - Provide oversight and monthly financial reports by the 15th of each month
- Audit & Tax
  - Current Firm: Blankenship CPA
  - An annual audit is conducted
  - October/November: 990 annual tax filing (with extension) filed after completion of audit
- Insurance
  - Current Firm: CS&A Insurance
  - Current Coverage: General Liability, Directors & Officers, Workers Compensation, & Umbrella
  - Current Renewal: November each year

❖ **Responsibilities to the CEO/Executive Director:**

- The CEO or Executive Director is person responsible for day to day management of the non-profit
- A major responsibility of the board is the selection of a qualified Executive Director, establishment of that person's compensation, review of that person's performance on an annual basis, and offering feedback or criticism

- The board is also responsible for removing the Executive Director when appropriate

❖ **Current Board Committees:**

- Executive Committee
  - The Executive Committee is currently comprised of the Board Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee meets with the Executive Director on a more regular basis and oversees the major aspects of board governance.
- Nominating & Governance Committee
  - Responsible for the recruitment, selection, cultivation, renewals for additional terms, and removal of board members in conjunction with the Executive Committee and Executive Director.
  - This committee also oversees the onboarding process for newly elected board members.

Please reach out to the Executive Director or Executive Committee with questions.

*Last updated January 2024*