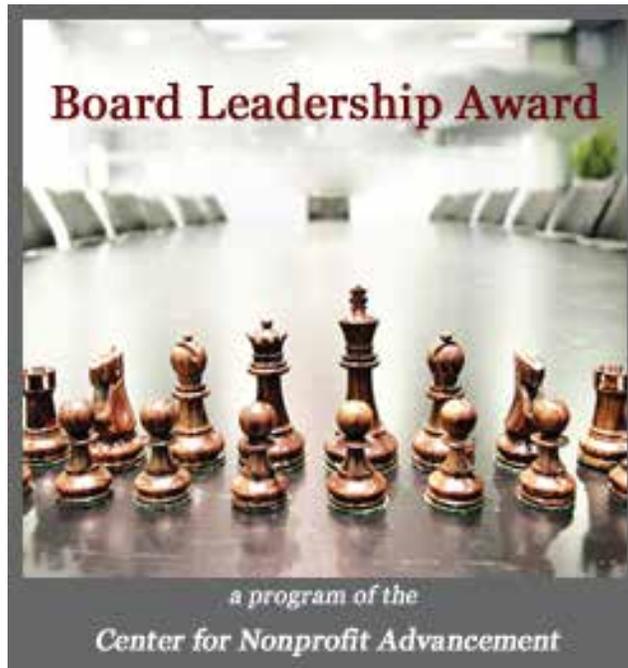




center for nonprofit  
advancement



presented by **COHN**  **REZNICK**  
ACCOUNTING • TAX • ADVISORY

**nomination packet**



## About the award

**The Center for Nonprofit Advancement's Board Leadership Award Competition recognizes and spotlights outstanding leadership from Board of Directors of Washington area nonprofit organizations.**

This award competition recognizes the role that Boards play in building and sustaining successful organizations—assuring that they are well led, well-supported, and responsive to the people and communities they serve. Standards of practice in governance are increasingly embraced by organizations of all sizes and at all stages of development. The Board Leadership Award Competition is an effort to acknowledge boards that have exerted their leadership in an exemplary way. Boards will need to have demonstrated a steady track record of good governance and excellent support, and an improvement and notable achievements for their organization.

## Sponsors

The Board Leadership Award Competition is owned and administered by the Center for Nonprofit Advancement. CohnReznick LLP serves as the presenting sponsor of this award. Additional support is provided by ASAE and BoardSource.

## Eligibility

Board of Directors of nonprofit organizations based in the Washington metropolitan area are eligible. The organization must be based in the geographic area defined as the District of Columbia, Suburban Maryland (Montgomery and Prince George's counties) or Virginia.

Two-thirds of the Board members must have served on the Board a minimum of one year as of the due date of the nomination. All examples and explanations used in the nomination must have occurred during the Executive Director or Board members' tenure, and must not exceed five years. Internal nominations must be made in cooperation with the current Executive Director. External nominations must be made in cooperation with the Board Chair and the Executive Director.

**Any organization meeting these requirements may be nominated. The fee to participate is free for Center Members; \$150.00 for all other organizations. Once the nomination is submitted an invoice will be sent to you.**



## The Award

The award will be based on the work of the entire Board. Two organizations' Board of Directors will be selected as the 2018 Board Leadership Award Winners, one for an organization with an annual budget under \$2 million and one for an organization with an annual budget of over \$2 million. The organizations winning the award will each receive a \$10,000 grant. Up to two honorable mentions from each category will be selected. Winning and honorable mention recipients will receive communication exposure and training and development opportunities for the board and CEO. The decision of the Selection Committee is final.

**Award recipients who are not a member of the Center for Nonprofit Advancement at the time of the Award presentation in July, will be granted Center membership. Membership dues will be deducted from the recipient's grant award. The recipient will have full access to resources, goods and services available to Center members for a 12-month period.**

## What Does an Outstanding Board Look Like?

An outstanding board will demonstrate that, by challenging itself, it has made a meaningful difference in the life of the organization. An outstanding board will have moved beyond recommended fundamental roles and responsibilities to bring new levels of leadership and focus within the board that deliver results for the organization.

There is a presumption that boards nominated for the award can demonstrate adherence to fundamental board practices including support for the mission, respect for staff leaders, sound recruitment practices, a common commitment to diversity in perspectives and representation, participating actively in board affairs, prudent oversight of financial and program matters, personal generosity, and thoughtful and well informed decision making. Boards will be expected to confirm that fundamental practices are in place as part of the review process.

The recipients of the Board Leadership Award will demonstrate to other boards and organizations in the Washington region the value of approaching governance with the goal of moving beyond fundamental board practices and toward making the most of the board's composition and contribution to organizational effectiveness and growth.

## Feedback

All applicants will receive brief written comments on their Part One application from the Selection Committee. This feedback is shared with the organization's primary contact via e-mail within 60 days of notification that the organization is no longer in consideration for the Award. (In other words, applicants invited to complete Part Two will not receive feedback on their Part One application. They will receive feedback if they are not selected as a finalist.) Finalists will receive comments after the award process is complete. Applicants can also contact a member of the Center's staff for additional feedback or guidance after the selection process has been completed. At the discretion of the Center's staff, finalists may be able to contact the chair of the Selection Committee for additional perspective.



## The Nomination & Selection Process

A committee of distinguished members of the business, philanthropic and nonprofit community will review all nominations and identify candidates to advance in the selection process.

The nomination and selection process includes three stages:

### Part One

**1. Nomination:** All eligible Board Leadership Award candidates must be nominated. Nominations can be made by the Executive Director/President/CEO in cooperation with the Board Chair and other board members, or by external stakeholders, such as funders, donors and recipients of the organization's services. Nominations without the acknowledgement of the organization's Board Chair and Executive Director will not be accepted. Only one nomination per organization will be considered.

### Part Two

**2. Interview:** The Selection Committee will determine the nominees selected for interviews. Any additional information required by the committee will be requested at this point. The Executive Director and knowledgeable Board members, including the Board chair and the chair of the committee responsible for the achievement described in the application will participate in an interview that explores the basis of the nomination and the philosophy, action, experiences and impact of the board.

### Part Three

**3. Site Visit:** The Selection Committee will determine the nominees to be selected for site visits. The Selection Committee may request additional information to be presented during this site visit. The Executive Director and knowledgeable Board members, including the Board Chair must be present.

### Finals

**4. Selection:** Two Board of Directors from each category will be awarded the Board Leadership Award. Up to two honorable mention recipients from each category will be selected. The decision of the Selection Committee is final.



## Award Selection and Awardees Responsibilities

The Board Leadership Award will be announced through the Center for Nonprofit Advancement's communications and local news outlets. Board Leadership Award winners' representatives will be expected to attend events and/or other meetings and make themselves available for interviews and written publications through which their outstanding board leadership ideas and practices will be shared with others in the community. Award winners are required to attend the Board Leadership Showcase and Award Presentation.\*

### How To Apply: Part One

Any qualified Board of Directors interested in applying for the award should access the application online at [www.nonprofitadvancement.org](http://www.nonprofitadvancement.org). Only one application per organization will be accepted. The deadline to submit Part One application is **Friday, March 30th**.

#### To submit the Part One application:

The fillable application and additional materials must be emailed to Taylor Strange at [taylorstrange@nonprofitadvancement.org](mailto:taylorstrange@nonprofitadvancement.org). Please head subject line as 'BoardAward18'.

#### To mail-in the Part One application:

The Board Leadership Award Selection Committee  
Center for Nonprofit Advancement  
1666 K Street, NW, Suite 440, Washington, DC 20006

**The fee to participate is free for Center Members; \$150.00 for all other organizations. Once the nomination is submitted an invoice will be sent to you.**

After a review of all information, the Selection Committee will select up to five semi-finalists from both the above \$2 million and below \$2 million categories. These semi-finalists will be invited to interview with the Selection Committee on **Tuesday, May 22**.

### Part Two: Interviews

Interview: Each organization selected to move to this stage of the competition will be contacted to schedule an interview with the Selection Committee. The interview day for semi-finalists is **Tuesday, May 22, 2018**.

After a review of all the information from both part one and the interview, the Selection Committee will choose up to three finalists from the above \$2 million category and the below \$2 million category who will be invited to participate in a site visit.

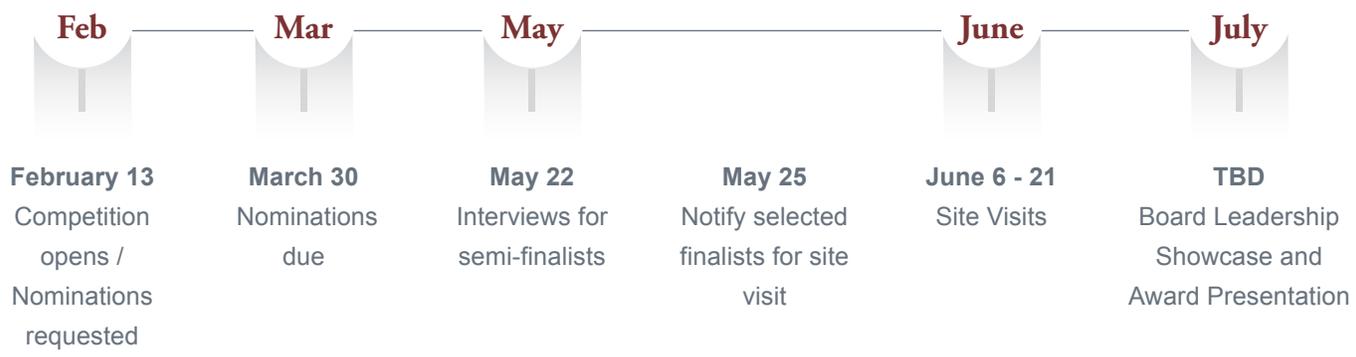


### Part Three: Finals

Up to three organizations from each category will be asked to participate in a site visit. Site visits will consist of a 30-minute presentation made by the finalist organization followed by 60 minutes of questions by members of the Selection Committee. Site visits will be conducted between **June 6 – 21, 2018**. Finalists will be provided additional guidance and information on the format and structure of the site visits. The committee will select the 2018 winners after the completion of all site visits. The winner will be announced at a Board Leadership Showcase in July, 2018.

Please note: The Board Leadership Showcase is not part of the adjudication process, as the selection will have already been made. All finalists, however, are required to participate in the Showcase in **July, 2018**.

### Award Timeline



### Nomination Checklist:

To nominate someone for the Board Leadership Award, please submit:

- Completed Fact Sheet
- Completed Questions
- Attached copy of organization's 990
- Nomination fee (Free for Center members, \$150 all others)

Questions can be directed to:  
Taylor Strange, Center for Nonprofit Advancement  
1666 K Street, NW, Suite 440, Washington, DC 20006  
Telephone: 202.457.0540  
E-mail: [taylors@nonprofitadvancement.org](mailto:taylors@nonprofitadvancement.org)



**at the center, we believe strong nonprofits make stronger communities.**

Since 1979, the Center has provided advocacy, education, networking, and group buying to nonprofit organizations throughout the Greater Washington region. As the first association of nonprofits in the country, we are proud to strengthen, promote, and represent over 50,000 individuals who are advancing the missions of more than 1,000 local organizations.

Their services and support impact the lives of more than 9 million children, adults, and families around the world.