



center for nonprofit  
advancement



# Board Leadership 2019 Award

## Nomination Packet

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## About the Award

The Center for Nonprofit Advancement's Board Leadership Award competition recognizes and spotlights outstanding nonprofit Boards of Directors in the Washington area.

This award competition recognizes the role that Boards play in building and sustaining successful organizations—ensuring their nonprofits 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 serves as the presenting sponsor of this award. Additional support is provided by BoardSource.

## Eligibility

Boards 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, Virginia or Montgomery and Prince George's Counties in Maryland.
- 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 have been accomplished/implemented within the past 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 Winner

The Award will be based on the work of the entire Board. One winner will be selected and up to two honorable mention recipients. The winning organization will receive a \$10,000 grant. 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 contributions 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 and Selection

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:** After the site visit, one of these finalists will be awarded the Board Leadership Award and up to two will be awarded honorable mention. The decision of the Selection Committee is final.

## Award Selection and Awardee Responsibilities

The Board Leadership Award will be announced through the Center for Nonprofit Advancement's communications and local news outlets. The Award winner's 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. The Award winner is required to attend the Board Leadership Award Presentation.



### Part One: How to Nominate

Those interested in nominating a qualified Board of Directors 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 **Monday, March 25**.

The fillable application and additional materials can be submitted by *either* of the following methods:

**Email to:**

Sean Sweeney at [seans@nonprofitadvancement.org](mailto:seans@nonprofitadvancement.org)  
Please indicate 'BoardAward19' as the subject.

**Or, Mail to:**

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.**

### Part Two: Interviews

After a review of all information, the Selection Committee will choose up to six semi-finalists. On **Friday, April 26**, these semi-finalists will be notified and invited to interview with the Selection Committee. The interview day for semi-finalists is **Friday, May 10**.

After a review of all the information from both Part One and the interview, the Selection Committee will choose up to three finalists who will be invited to participate in a site visit.



## Part Three: Finals

Up to three organizations 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 3 – 14**. Finalists will be provided additional guidance and information on the format and structure of the site visits. The committee will select the 2019 winner after the completion of all site visits. The winner will be announced at a Board Leadership Award Presentation in July 2019.

Please note: The Award Presentation is not part of the adjudication process, as the selection will have already been made. All finalists, however, are required to attend the Presentation in **July 2019**.

## Award Timeline



## Nomination Checklist:

To nominate someone for the Board Leadership Award, please

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

Questions can be directed to: Sean Sweeney at [seans@nonprofitadvancement.org](mailto:seans@nonprofitadvancement.org) or 202.457.0540