

The Toolkit

The HAA Alumni and Non-Profits Recruitment & Engagement Fairs



ALUMNI AND NON-PROFITS* ENGAGEMENT FAIRS

Board Memberships --- Volunteers --- Donors --- Alliances

**"Non-Profits" includes not-for-profits, 501c3s, NGOs, Trusts, etc, in the USA and should be defined for each individual country outside the USA.*



Dear Harvard Club and SIG Leaders,

During recent years the Harvard Clubs of New York, Boston and Chicago have held Board of Directors Recruitment Fairs for Alumni to meet and match-up with local Non-Profits. These Fairs have generated high levels of satisfaction among alumni and the Non-Profits. The long-term objective for doing a Fair is improved local community service and happier alumni who are giving back their talents in an effective way to serve their communities.

Given the successful precedent of the recent Fairs as well as the widespread and demonstrated alumni interest in public and community services, the 2016 Harvard Alumni Association Initiative for Public and Community Service (HAA/PCS) has decided to make it easier for Harvard Clubs and organizations around the world to organize similar Fairs. We've done this by creating a Toolkit guide so that you and your Club do not have to "reinvent the wheel".

The "HAA Alumni and Non-Profits Recruitment and Engagement Fairs Toolkit" is attached. The Toolkit contains templates, suggestions, sample communications, contacts and ideas. We hope that your Club or organization will consider creating a local Fair and that it will lead to positive results for your local alumni, non-profits and community.

We look forward to your feedback so that we can update this toolkit continually with new learning.

Thank you and Good Luck!

The HAA Subcommittee on Alumni and Non-Profit Engagement Fairs

The HAA Alumni and Non-Profits Recruitment & Engagement Fairs

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THE TOOLKIT

1. INTRODUCTION: THE TOOLKIT FOR NON-PROFIT FAIRS

In support of its recent Public and Community Service Initiative, the HAA wants to help connect Harvard University alumni to local, national and international Non-Profit organizations that might be in need of Directors for their Boards, of new strategic alliances, or new managers, fundraisers, donors, or volunteers.

Recently the Harvard Clubs of New York, Boston and Chicago have held Board of Directors Recruitment Fairs for their local alumni to meet and match-up with local Non-Profits. These Fairs have generated high levels of satisfaction among alumni and the Non-Profits, such that the HAA has identified these Fairs as an opportunity area, and created the following Toolkit to help your Harvard Club or organizations produce a similar Fair.

Harvard University alumni are talented people with a demonstrated dedication to public and community service. Today, many alumni have already made or are making important and diverse civic and social contributions both individually and collectively. Every day, many more alumni find themselves ready to give back and may be looking for opportunities. These might include young alumni who are ready and able to add public service to their daily careers, women who left the workforce to have families and now want to contribute their talent to the social good or late career and retired alumni looking to use their time in a purposeful way, among others.

Demographic data shows that in the USA and many other countries a generation of volunteers is reaching the age of slowing down and that we have to replace this talent. We believe that the numbers, interests, and quality of Harvard alumni make a good potential source of this needed talent. The long-term objective is improved community service and happier alumni who are giving back their talents in an effective way to serve their communities.

We look forward to supporting your efforts and to receiving your feedback.

Good luck!

Signed by HAA President or HAA Director

2. MAKING THE DECISION TO DO A NON-PROFIT FAIR:

- A. Is there interest among the alumni?
 - i. Send out a questionnaire to your membership—who is interested in serving on a nonprofit board? What type of community service are they interested in?

- ii. The introduction should tout the benefits of board membership and ask for their interest in attending the Fair.
 - iii. Include a request for specific organizations that your members would like to see represented.
 - iv. Include one or more of the handouts available in the [Appendices](#).
 - v. Refer to the example of the Chicago, NYC or Boston nonprofit fairs as examples.
- B. Go for it! Start planning. It will be an event to make your Harvard Club or org proud!
- C. If your Harvard Club is interested in doing an Alumni and Non-Profits Engagement Fair, please contact the HAA at clubs@harvard.edu. Additionally, you might wish to contact another Club or organization that held a Fair. If so, go to: <http://alumni.harvard.edu/haa/clubs-sigs/sigs-directory>

3. DESIGNING AND PLANNING YOUR NON-PROFIT FAIR

- A. Set up your Fair organizing committee: Committee Chair
- i. Head of Non-Profits
 - ii. Head of Marketing to alumni and Post-Fair Surveys and Reports
 - iii. Head of Finance
 - iv. Head of Operations and Implementation
- B. Genius is in the details:
- i. When should the Fair be held? After work? Saturday or Sunday morning or afternoon?
 - ii. What date?
 - iii. Consider co-hosting the event with a specific Harvard school, e.g. HBS, or another university alumni group, or a local nonprofit hub such as United Way, or with the local community itself.
 - iv. Decide on format. Options might include: panels, speakers, cocktails, open mingling, conference-type tables for meetings with each non-profit.
 - v. Create the agenda for the Fair with times and formatted activities.
 - vi. Arrange speakers, panels, and other key participants and presenters.
 - vii. Plan the Welcome, the sign-in process and the closing.
 - viii. Make arrangements for refreshments, catering, health contingencies, security contingencies, clean up.
 - ix. Decide whether your Fair will focus only on Board Recruitment or a broader range of community service activities such as volunteering.
 - x. Title ideas for your Fair:
 - 1. Harvard Alumni Non-Profit Fair
 - 2. Harvard Alumni and Non-Profits* Engagement Fair
 - 3. "Harvard Club of XYZ City

Alumni and Non-Profits Recruitment and Engagement Fair Boards-
Volunteers - Alliances - Donors”

*NOTE: *”Non-Profits” in the USA and in many countries includes not-for-profits, 501c3s, NGOs, Trusts, etc.”

4. BUDGETING FOR AND FINANCING THE EVENT

- A. Create Event Budget (space, AV, catering, tables and chairs, supplies for tables, communications, security, clean-up crew, tips, other costs)
- B. Consider charging a fee to the non-profits.
- C. Consider charging a fee to the alumni attendees. (Chicago charged \$20 to the alumni participants. NY and Boston were free. Non-Profits participated for free.)
- D. Find sponsors and donors (needed: money, location space, and in-kind donated materials or catering). Possible sources:
 - i. Individual alumni and alumni contacts
 - ii. Companies
 - iii. Non-profits or non-profit associations
 - iv. Community funds or city funds
- E. Sample budgets and financing of NY, Boston and Chicago fairs. [See Appendices.](#)

5. SELECTING AND SIGNING UP THE NON-PROFITS **(by Moitri and Sabrina and Angela)**

- A. Define what is required of the Non-profits:
 - i. Your organizing committee has flexibility here but perhaps the starting point is to confirm that the Non-Profits have a need for Directors, Volunteers or Donors and an interest in matching up with Harvard Alumni.
 - ii. Each non-profit should name one person responsible for managing their presence at the Fair. That person's contact information should be provided to the Club or Harvard group.
 - iii. The expectations for non-profit organizations during the Fair would be that they take one of the provided tables (make sure it comes with tablecloth) and set up their space so that the alumni can stop by and chat with them about opportunities at their non-profit. They should make printed materials or other information available at their table.
 - iv. After the Fair, the non-profits should follow-up with interested alumni and keep the local Club posted about any matches.
- B. Possible sources of Non-Profits to invite to participate:
 - i. Non-Profits suggested by or run by your Club or group members or well-known in your community.

- ii. International organizations and clearinghouses for not-for-profits.
 - iii. USA National Council of Nonprofits – Members are state nonprofit associations. 25,000+ members
 - iv. Local and regional umbrella organizations: Association of Fundraising Professionals, Nonprofit Coordinating Committee of New York, California Association of Nonprofits, Chilean Consejo de NGOs, Hong Kong NGOs Association.
 - v. Large Non-Profit conglomerations, such as United Way, and other well-known large Non-Profits, such as the Red Cross, City Year, “Leadership 18.”
 - vi. Grants Management Association (GMA), an organization located in Massachusetts that helps nonprofits and was founded by a Harvard College alum. **(Newell Flather)**
- C. Vet the interested Non-Profits: Don’t embarrass your organization by not clearing the participating Non-Profits! Participants should be:
- i. Non-offensive.
 - ii. For real with an actual track record.
 - iii. Vetting should include, at a minimum, Googling them to see if the organization has had bad press or if there are other red flags.

6. **ATTRACTING THE ALUMNI and MARKETING THE EVENT** (by Jane Power & Emilie deBrigand)

- A. Communications
- i. Create and send "Save the Date" emails
 - ii. Create an invitation with all relevant information:
 - 1. Include a link or email address to learn more
 - 2. Solicit registrations via checkboxes, live links, or a designated email address
 - iii. Send invitations and evites to all Club members.
 - iv. Ask HAA to send evites to all area alums (including local non-members)
 - v. Post the event to Club/SIG and HAA websites
 - vi. Use social media groups to advertise event
 - vii. Use non-Harvard on-line platforms such as VolunteerMatch.com and city websites.
 - viii. Two days before, send an event reminder to all registrants (alumni and non-profits), speakers and workers with event details e.g. time, venue address, dress code, work hours.
- B. Target alumni segments:
- i. All local Club or Harvard group members.
 - ii. Alumni women who are not working
 - iii. 35-50 year old alumni who might be ready to start serving,
 - iv. Young alumni looking to get on Boards,

- v. Retirees and late career alumni with empty nests.
- vi. Harvard interviewers (through your schools and scholarship committee).

C. Generating Attendance by Alumni

- i. Use your alumni list to target key alumni segments mentioned above and tailor the message to each segment.
- ii. Contact other local Harvard graduate school clubs e.g. HBS, Law, Kennedy School, HSGE, Design, Engineering, Dental, Medical, etc, and invite their club members. Ask them to post on their website or send evites to their members
- iii. Contact relevant SIGs to ask for help in marketing the event. (SIGS are Shared Interest Group Clubs such as HarvardWood for alumni in the film and TV industry. See HAA website for full list of SIGS.)
- iv. Contact and invite Harvard Clubs in your suburban or surrounding area.

D. Talking Points for Marketing: why participate with non-profits?

- i. To help those less fortunate than we are and to help our communities.
- ii. To stay young, to regain your confidence and to try out your skills after not working.
- iii. To get early Board experience in your life.
- iv. To fulfill desire to impact lives, to mentor, to expand your work experience, to try out new interests, to fight boredom and complacency with purpose.
- v. To make positive change in your own life and happiness by giving back.
- vi. It's fun!
- vii. (caveat point): You will have a responsibility to the non-profit and so you must truly be interested in participating with your best efforts. [See Board Member Responsibilities in Appendices.](#)

E. Post/Event

- i. Send post-event thank you emails with survey to all attendees and participants through Survey Monkey, Google Form or other platforms. ([see sample survey below](#))
- ii. Write thank you notes to any relevant party, including speakers
- iii. Post press write-ups and photos on Club/SIG website, social media platform and send to HAA for their site and channels.
- iv. Check out VolunteerMatch.com for post-event outreach for further matching between alumni and non-profits.

F. [See Appendices to include sample invitations, evites and other publicity.](#)

7. ORGANIZING AND IMPLEMENTING THE EVENT (by Angela Romans and Sabrina Peck)

A. Plan your Fair

- i. Create an agenda for the flow of the event
- ii. Arrange speakers, panels, focal and selling points
- iii. Plan the Welcome, the sign-in process and the closing.
- iv. Make arrangements for refreshments, catering, health contingencies, security contingencies, clean up.

B. To Do the Week Before and the Day of the Event

- i. Follow-up and confirm with Non-Profits and Registered Alumni.
- ii. Set time to set up before the event. (for organizers, for Non-Profits)
- iii. Confirm suppliers and location.
- iv. Check AV
- v. Have cash for tips
- vi. Know Emergency Exits and Building Security contact info.
- vii. Make contingency plans for supplier or AV glitches

C. Set-up

- i. Welcome tables with enough space to sign-in and write nametags, etc.
- ii. Nametags, pens, sign-up method (paper or computer/iPad)
- iii. Posted as a showcase: What does board service entail (red graphic)
- iv. Refreshments
- v. Areas and AV for presenters

D. To Do at Arrival at event and nametags

- i. Nonprofits arrive early at predetermined time. They sign in and set up.
- ii. Nametags for nonprofit presenters include their name and organization.
- iii. Alumni attendees arrive and sign-in.
- iv. Nametags for attendees include their name and areas of interest.
- v. Check AV equipment. Set up any presentations. Check microphone.
- vi. Organizers coordination meeting to get everyone on same plan.

Some ideas for good ways to utilize nametags might include:

- a. Different colored nametags for presenters and attendees.
- b. Or presenters have nametags that include “Ask me About _____” with the name of their organization and attendees have nametags that include “Tell me about _____” with their areas of interest
- c. Or small, colored circles get added to everyone’s nametags that indicate the area (e.g., Green for Environment; Blue for Medical; Yellow for youth).
- d. Or the colored circles can also have the first letter inside the circle, for clarity (e.g., E for Environment, M for medical, Y for youth).

E. Handouts that could be made available to attendees

- i. “I want to become a board member,” by Board Source. (in appendices)

- ii. “Questions to ask as a prospective board member,” by Board Source.(in appendices)
- iii. “Board responsibilities and structures,” by HAA Committee.(in appendices)
- iv. Suggested Questions for alumni and Non-Profits when evaluating each other. (see appendices)

F. Welcome by the Club President

- i. Welcome! Exciting, glad you’re here!
- ii. What are the benefits of being a not-for-profit board member? (see talking points in marketing section.)
- iii. Board member responsibilities 101. What do you get, what do you give, be sure you’re ready to participate. (Look at Board Member Responsibilities Handout)
- iv. Suggestions for networking and taking full advantage of the Fair. See “Questions for Attendees and Non-Profits to Evaluate Each Other” (below) Encourage people to mingle, visit the tables, ask questions, follow-up after the event, etc.
- v. Explain VolunteerMatch.com if that has been set up as a complement.

G. Event Activities

- i. Networking between Alumni and Non-Profits at tables set up by non-profits.
- ii. Panel discussion about Public, Social and Community Service.
- iii. Cocktails and open mingle.
- iv. Speech by important person.

H. Closing and Clean-up

- i. Head of Fair Organizing Committee thanks everyone and calls an end to the evening and gives follow-up instructions.
- ii. Tips are paid
- iii. Clean up starts
- iv. A Fair Committee member has to stay until the lights are turned out and the door is locked.

I. Post-Event Maximization and Follow-up:

- i. Set up VolunteerMatch.com connection before the event and follow-up with it after the event by listing attendees and non-profits and their interests and contact information.
- ii. Send participant names and contacts of alumni to Non-Profits and the reverse.
- iii. Gather post-event feedback:
 - 1. Send a post-event email to the presenters and attendees asking for their thoughts about what worked and didn’t work.
 - 2. Adapt the sample post-event survey (below) to your particular event and then send it via SurveyMonkey or equivalent to attendees and non-profits.
 - 3. Write a post mortem report with the feedback and learning of your organizing committee, including what worked and didn’t work. Send it

along with the survey results and other feedback to the HAA manager who guided you on the Fair.

- iv. Publish and celebrate your event's success on Club website and social media sites, if not also the local news.

8. SUGGESTED QUESTIONS FOR ALUMNI AND NON-PROFITS AS THEY EVALUATE EACH OTHER

(by Moitri Chowdury Savard)

(Primary source: Board Source)

Suggested questions for Alumni and Non-Profits to help evaluate each other during the Fair. These could be distributed at the sign in tables or even by email before the event.

Questions For Alumni to ask Non-Profits:

1. What is the time commitment for the organization?
2. How can I contribute to the organization's mission?
3. What are the donation and fundraising expectations?
4. Who are the current board members?
5. What is the board member's term?
6. What is the board structure including committee assignments?
7. How is performance assessed?
8. What training and development is offered?

Questions For Non-Profits to ask Alumni:

1. How much time/money can this person commit to the organization?
2. What do they know about our mission?
3. What skills can this person bring to our organization?
4. How much flexibility do they have in their schedule?
5. What is their prior leadership experience?

9. POST-EVENT SURVEY

This draft survey could be adapted to meet your particular event. There are many good questions and the HAA would appreciate your comments about how to improve the survey once you have used it.

Post-Event Survey Questions to alumni who attended the fair:

Thank you for registering for the Harvard Alumni Association's Recruitment Fair in [CITY] and for participating in this brief survey. Your feedback is invaluable in the planning of future events, including the next recruitment fair!

1. Name

2. Harvard Affiliation (list schools)
3. Year Graduated
4. Check if you are in one of these target segments: (all that apply)
 - a. Member of the local Harvard Club, SIG or organization
 - b. A young alumni interested in getting on Boards early in career.
 - c. A 35-65 year old alumni now ready with time and interest to serve.
 - d. A woman who left the workforce for family and wants to get back in via non-profits.
 - e. A retiree with time and interest in serving.
 - f. other _____
5. You registered for the Alumni Non-Profits Recruitment Fair. Did you actually attend it?
 - a. Yes – go to question 5.
 - b. No
 - i. Why did you not attend the recruitment fair?
 1. Something else came up (1)
 2. Weather (2)
 3. I was no longer interested in the event (3)
 4. I forgot that the event was taking place (4)
 5. Other (5), please describe your reason for not attending below:
 - ii. “Thank you for participating in this brief survey. Your feedback is invaluable in the planning of future events. We hope to see you at an event soon.”
6. Would you recommend the recruitment fair to a friend or colleague? (Yes, no)
7. Why or why not?
8. How satisfied were you with your experience at the fair? (very dissatisfied → very satisfied)
9. What were you hoping to get out of the fair and did you accomplish that?
10. Did you make connections at the fair that will align with your interests?
11. As a result of the Fair, will you be working with one of the non-profits?
 - a. As a Director
 - b. As a Volunteer
 - c. As a donor
 - d. other _____
 - e.
12. What did you like best about the fair? (non-profit table meetings, panel discussion, speech, open mingle)
13. What could be improved with the next fair?
14. How satisfied were you with the frequency of communications you received about this event? (too many → too few → just right)
15. To what extent do you agree or disagree: This recruitment fair made me feel part of the Harvard alumni community. (completely disagree → completely agree)
16. Optional: Is there anything you would like to add? We welcome your feedback here.

Questions for Clubs and Harvard organizations that put on the Fair:

1. Thank you for organizing the Harvard Alumni Association's Recruitment Fair in [CITY] and for participating in this brief survey. Your feedback is invaluable in the planning of future events, including the next recruitment fair in another city!
2. Name and title related to the Fair or Club or Org.
3. Harvard Affiliation (list schools and years)
4. How satisfied were you with the support from the Harvard Alumni Association? (very satisfied → very dissatisfied). Please explain.
5. Would you be willing to volunteer for Harvard again? (Yes, no). Please explain.
6. What did you like about the planning process?
7. What would you change about the planning process?
8. Do you have any other suggestions for the organization of future recruitment fairs?
9. How satisfied were you with the frequency of communications sent about this event? (too much → too little → just right)
10. To what extent do you agree or disagree: Organizing the recruitment fair made me feel part of the Harvard alumni community. (completely agree → completely disagree)
11. Optional: Is there anything you would like to add? We welcome your feedback here.

Questions for nonprofits that participated in the fair:

Thank you for participating in the Harvard Alumni Association's Recruitment Fair in [CITY] and in this brief survey. Your feedback is invaluable in the planning of future events, including the next recruitment fair!

1. Name of Non-Profit
2. Your name and title at Non-Profit
3. Harvard Affiliation, if applicable (list schools and year)
4. How were you contacted to get involved in this event?
5. What planning on your part was necessary for this fair? How much time in planning?
6. How satisfied were you with the support and organization of the organizers (very satisfied → very dissatisfied). Please explain.
7. Would you be willing to participate in this fair again? (Yes, no). Please explain.
8. Did you make connections that could lead to future partnerships, alliances, volunteers, or directorships with any alumni? If so, please explain.
9. Please help us improve future Fairs. What could we have done better?
10. How satisfied were you with the frequency of communications sent about this event? (too much → too little → just right)
11. To what extent do you agree or disagree: Participating in the recruitment fair made me appreciate more the Harvard alumni community in my community. (completely agree → completely disagree)
12. Optional: Is there anything you would like to add? We welcome your feedback here.

10. RELATED IDEAS AND PRODUCT EXTENSIONS

- A. Set up a booth or table at your Harvard Reunion to generate increased involvement in community service and nonprofits. Your class could select and support a specific non-profit. At the reunion, invite alumni to sign up as volunteers, consultants, directors or donors.

- B. Create a site, link or app where alumni can match themselves with nonprofits and the reverse. This could be done on a Club website, within a class notes section, or in a dedicated website like VolunteerMatch.com.
- C. In smaller cities and towns, the Fairs could be cohosted with other schools or organizations so that the critical mass of attendees is achieved.
- D. The Non-Profit Recruitment Fair could be adapted to produce alumni matching fairs for distinct purposes:
 - i. Entrepreneurs and startups looking for Harvard alumni volunteer consulting advice.
 - ii. Young people thinking about Harvard grad schools wanting to meet alumni.
 - iii. Community cultural, sports and recreation sign-ups for Harvard alumni.

11. CONTACT INFORMATION AND LINKS

The most up to date contact information for HAA Clubs, SIGS and HAA Staff can be found at <http://alumni.harvard.edu/haa/clubs-sigs/clubs-directory>

12. APPENDICES

- A. Board Source (BS) Tools for recruitment of board members:
 - i. Thinking About Joining a Not-For-Profit Board
 - ii. Questions to Ask the Non-Profits
- B. National Council of Nonprofits: tools and resources section
- C. Sample Board of Directors Commitment Form with Responsibilities and Commitments
- D. Samples from NY, Boston and Chicago Fairs:
 - i. Marketing and Communications Samples
 - ii. Post-event report Sample
- E. Event Pamphlet (List of Organizations Represented at the Fair)

Appendix A Board Source (BS) Tools for recruitment of board members:

Section I. Thinking About Joining a Not-For-Profit Board



Are you interested in becoming a board member of a nonprofit organization but don't know how to go about it? Here are some practical steps to finding and contacting an appropriate nonprofit, and how to prepare yourself for the commitment.

Organization

1. First determine with what kind of an organization you would like to be affiliated. What mission areas are you interested in? Would you like to be involved with groups dealing with health, homelessness, hunger, arts, education, environment, religion, or international affairs? The choices are numerous.
2. Define the scope of your interest. Are you interested in your neighborhood and other local activities, or would you like to have a national focus? As a novice board member you may benefit from starting with a homeowners' association, a church committee, or a community center board. Many national organizations also have local chapters that would allow you to get involved with larger issues.
3. If you are already a volunteer in an organization, you might investigate the possibility of joining its board. Familiarity is an asset. It is important, however, to realize that direct-service volunteering is quite different from board service.
4. Take advantage of local volunteer centers, United Ways, or regional associations of charities to start locating nonprofits. Visit www.guidestar.org. This is a valuable database that allows you to search nonprofit organizations by location, mission area, or directly by name. Around one million organizations are included along with information about each.

Contact

1. After finding an organization that you would like to know better, contact that organization. Visit the offices. Look at the Web site. Gather as much information as you can about what the organization does.
2. If you are still confident about your choice, make an appointment with a board member or the chief executive and indicate your interest in joining the board. The organization may want you to join a committee or volunteer in another capacity before you

are nominated for board service. A willingness to do this will help your chances.

Information exchange

1. Be prepared to ask questions. Focus on the mission of the organization, financial stability, constituents and customers, and the structure of the board. BoardSource has a document that discusses in detail what you should know before joining a board. This document is available on our Web site at www.boardsource.org.
2. Make sure that the organization asks many questions about you. You want to be part of an organization that has a well-planned recruitment process. Recruitment is a two way street. Both sides need to get what they are looking for. Being willing and able is not enough. You must fill the need in the board at a given moment. Effective boards are composed of various skills, talents, backgrounds, and perspectives and they often rely on their profile as a tool for recruitment. Boards can create their own profile matrix which allows them to determine their present composition and evaluate their future needs.

Expectations

1. Educate yourself and expect the organization to educate you on the responsibilities and liabilities of a board member. Visit BoardSource's Web site at www.boardsource.org for information that deals with board members' roles and obligations.
2. Make sure that you understand the expectations that the organization places on its board members. What are the fundraising and personal contribution responsibilities? What is the meeting attendance policy? How many committee assignments are you expected to accept?

Acceptance

1. If, after all the contacts and information sharing, the board extends an invitation for you to join, you can celebrate a victory. Most organizations are happy to occasionally change roles and turn from the recruiter to the recruited one. Searching and cultivating potential board members is a demanding and time-consuming task. Interested and committed board members are

- not easy to find. Willing candidates stepping forward is a promising sign for future productivity.
2. If, during the cultivation, it becomes clear that the match was not made in heaven, you still gained valuable experience for your next search. Don't give up. There are many other organizations that could benefit from your service.

References

Board Fundamentals

Available at www.boardsource.org or by calling 202-349-2500.

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Appendix A Board Source (BS) Tools for recruitment of board members:

Section II. Questions to Ask the Non-Profits



QUESTIONS TO ASK ORGANIZATIONAL LEADERS AS A PROSPECTIVE BOARD CANDIDATE

As a prospective board member, you will make a positive impression if you show you are serious about the commitment and ask some basic questions when communicating with the organization's representatives. Asking questions also ensures that your board service experience will be a good fit because you will understand the organization's background and expectations.

Your questions should focus on the organization's programs, financial status, and clients/constituents, and on the board's structure, current members, and responsibilities.

Questions about the organization:

- How do current programs relate to the mission?
- May I visit the organization to observe a program firsthand?
- Does the organization have a strategic plan that is reviewed and evaluated on a regular basis?
- Is the financial condition of the organization sound?
- Does the board discuss and approve the annual budget?
- How often do board members receive financial reports?
- May I see the organization's three most recent Form 990s? (These are "tax returns" for nonprofit, tax-exempt organizations.)
- Whom does the organization serve?
- Are these clients or constituencies satisfied with the organization?
- Is the board satisfied with the performance of the executive staff?
- How do board members and senior staff typically work with each other?

Questions about the board:

- How do you think I can contribute as a board member?
- How much of my time will be required for meetings and special events?
- How are committee assignments made?
- What orientation will I receive to the organization and to the responsibilities of board service?
- Does the organization provide opportunities for board development and education?
- What is the board's role in fundraising?
- Will I be expected to make a specific annual financial contribution?
- What role will I play in soliciting donors?
- How is the board structured? Are there descriptions of the responsibilities of the board as a whole and of individual board members?
- Are there descriptions of board member responsibilities and board committee functions and responsibilities?
- Who are the board members? Is there a system of checks and balances to prevent conflicts of interest between board members and the organization?
- Does the organization have directors' and officers' liability coverage?
- Does the board regularly assess its own performance?
- Does the board assess the chief executive's performance on an annual basis?

For more board service resources, visit the [BoardSource Board Recruitment Center](#).

Appendix B National Council of Nonprofits: tools and resources section

The National Council of Nonprofits produces and curates tools, resources, and samples for nonprofits. - See more at: <https://www.councilofnonprofits.org/tools-resources#sthash.72fGwb1l.dpuf>

Appendix C Sample Board of Directors Commitment Form with Responsibilities and Commitments

David Schlackman

Members of Not-for-Profit Boards of Directors normally have a fiduciary and moral responsibility to ensure that the Not-for-Profit does the best work possible in pursuit of its goals. The Director must believe in the purpose and the mission of the Not-for-Profit, and act responsibly and prudently as its steward.

Typical responsibilities as a Board Member:

1. Act as an ambassador for XYZ.
2. Attend at least 75% of board meetings.
3. Make a personal financial contribution at a level that is meaningful.
4. Serve on at least one Board committee, if asked.
5. Act in the best interests of the Not-for-Profit, and excuse self from discussions and votes where one might have a conflict of interest.
6. Stay informed about the performance and operations of the Not-for-Profit. Ask questions and request information. Participate in, and take responsibility for, making decisions on issues, policies and other board matters.
7. Work in good faith with the Not-for-Profit staff and with other board members, in civil discourse, as partners towards achievement of goals.
8. If these commitments are not fulfilled, expect the Board President to discuss the shortcoming.
9. Conduct oneself ethically at all times and respect the confidentiality of any information which may come into one's possession.

In turn, the Not-for-Profit will be responsible to me in several ways:

1. Send regular updates about activities.
2. Provide necessary documents and an appropriate orientation to the organization and duties expected as a Board member.
3. Send the necessary information about the not-for-profit's programs, goals and activities as well as a schedule of ambassador duties.
4. Board members and staff will respond in a straightforward fashion to questions, including about one's fiscal, fiduciary and moral responsibilities related to the not-for-profit.
5. Board members and staff will work in good faith with me towards achievement of our goals.
6. If the not-for-profit does not fulfill its commitments to its Directors, the Board President will be available to discuss these unfulfilled responsibilities.

Appendix D Samples from NY, Boston and Chicago Fairs:

Section I. Marketing and Communications Samples

Sample Event Schedule:

6:00pm - 6:30pm

Registration

6:30pm - 7:30pm

Panel Discussion and Q & A

7:30pm - 9:00pm

Non-Profit Board Recruitment Fair (Alumni visit with non-profits at their booths or tables)

9:00pm

Event Closes

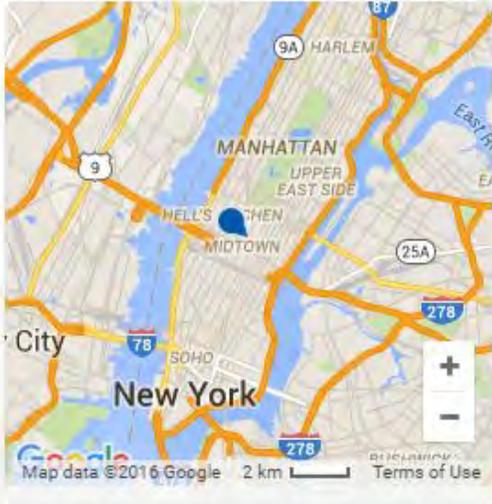
Non-Profit Board Recruitment Fair at the Harvard Club of New York



THIS IS A PAST EVENT



Date: April 7, 2016
Time: 6:00 - 9:00 p.m.
Location: Harvard Club of New York, 35 W 44th St, New York, NY 10036, United States ([Details](#))
Contact: Harvard Alumni Association Clubs & Shared Interest Groups | clubs@harvard.edu | 1-800-654-6494
Attendance Policy: Open to alumni | Registration required
Accessibility: Wheelchair-accessible event
Sponsors: Harvard Club of New York City | Center for Public Interest Careers at Harvard College



RELATED EVENTS

APR 25, 2016
Non-Profit Board Recruitment Fair at the Harvard Club of Boston
BOSTON, MA, UNITED STATES

CLOSEST EVENTS TO NEW YORK

MAY 10, 2016
Women of Color Matter: A Conversation with Professor Gordon-Reed
NEW YORK, NY, UNITED STATES

MAY 21, 2016 - MAY 15, 2016

Do you want to be more involved with public service organizations in and around New York City? The Harvard Club of New York Non-Profit Board Recruitment Fair, sponsored by the Center for Public Interest Careers (CPIC), Harvard Alumni Association, and

(continued on the next page)

Harvard Club of New York City, is a tremendous opportunity to connect with local non-profits who are seeking to expand their boards.

Please join us on Thursday, April 7 for an evening that begins with expert panel discussion, moderated by Ariel Zwang AB '85, MBA '90 CEO of Safe Horizon, on the importance of volunteerism, what it means to serve on a non-profit board, and other volunteer opportunities within non-profits. Following the program there will be a fair for non-profit organizations to connect with Harvard alums for specific Board opportunities.

Event Schedule

Registration

6:00pm - 6:30pm

Panel Discussion and Q & A

6:30pm - 7:30pm

Cambridge Room (2nd Floor)

Moderator:

Ariel Zwang, AB '85, MBA '90, CEO, [Safe Horizon](#)

Panelists:

Bertina Ceccarelli, MBA '93, Executive Vice President, [Wildlife Conservation Society](#)

Mark Severs, JD '11, MBA '11, Treasurer, [The Kota Alliance](#)

Triada Stampas, AB '98, Vice President for Research and Public Affairs, [Food Bank For New York City](#)

[Click here](#) for speaker biographies.

Non-Profit Board Recruitment Fair

7:30pm - 9:00pm

Harvard Hall (main level)

[Click here](#) to view the list of non-profits that attended the fair.

Prepare for the fair by reviewing these [Board Source](#) documents:

[What Are the Basic Responsibilities of Non-Profit Boards?](#)

[Board Basics 101: I Want to Become a Board Member](#)



[Bug Off!](#)

NEW YORK, NY, UNITED STATES

[See All Events >](#)

MORE CAREER NETWORKING EVENTS 

APR 21, 2016

[AN ALL IVY+ EVENT TO MIX AND MATCH AND MINGLE AT TAP 42!](#)

FORT LAUDERDALE, FL, UNITED STATES



APR 25, 2016

[Non-Profit Board Recruitment Fair at the Harvard Club of Boston](#)

BOSTON, MA, UNITED STATES

HAA Non-Profit Board Recruitment Fair on April 7th

 HAA Clubs and SIGs <clubs@harvard.edu>

 If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Mon 3/14/2016 10:11 AM

To:  Lesar, Monica Claire



HARVARD
Alumni Association

Non-Profit Board Recruitment Fair

Date: April 7, 2016

Time: 6:00-9:00 p.m.

Location: Harvard Club of New York, 35 W 44th Street, New York, NY 10036

Do you want to be more involved with public service organizations in and around New York City? The Harvard Club of New York Non-Profit Board Recruitment Fair, sponsored by the Center for Public Interest Careers (CPIC), Harvard Alumni Association, and Harvard Club of New York City, is a tremendous opportunity to connect with local non-profits who are seeking to expand their boards.

Please join us on Thursday, April 7 for an evening that begins with expert panel discussion, moderated by Ariel Zwang AB '85, MBA '90 CEO of Safe Horizon, on the importance of volunteerism, what it means to serve on a non-profit board, and other volunteer opportunities within non-profits. Following the program there will be a fair for non-profit organizations to connect with Harvard alums for specific Board opportunities.

Event Schedule

6:00-6:30pm: Registration

6:30-7:30pm: Panel Discussion

7:30-9:00pm: Non-Profit Board Recruitment Fair

[Register Now](#)

For more information about this event, please [click here](#) or email the HAA Clubs and SIGs department at clubs@harvard.edu.

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138



Mon 4/4/2016 9:53 AM

HAA Clubs and SIGs <clubs@harvard.edu>

Reminder: Non-Profit Board Recruitment Fair on Thursday, April 7

To: Lesar, Monica Claire

You forwarded this message on 4/13/2016 9:59 AM.

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps

Action Items



HARVARD
Alumni Association

Dear Monica,

This is a friendly reminder that you are registered for the Non-Profit Board Recruitment Fair at the Harvard Club of New York, this Thursday, April 7th. Please see the event details below. If you have questions about the event or you can no longer attend the event, please contact the HAA Clubs & SIGs team by emailing clubs@harvard.edu or by calling 800-654-6494.

Thank you!

HAA Clubs & SIGs, the Harvard Club of New York, and the Center for Public Interest Careers

Non-Profit Board Recruitment Fair

Date: Thursday, April 7, 2016

Time: 6:00-9:00 p.m.

Location: Harvard Club of New York, 35 W 44th Street, New York, NY 10036

Event Schedule

Registration

6:00-6:30pm

Panel Discussion and Q&A

6:30-7:30pm

Cambridge Room (2nd Floor)

[Click here](#) for speaker biographies

Non-Profit Board Recruitment Fair

7:30-9:00pm

Harvard Hall (main level)

[Click here](#) for the list of non-profits who will be represented at the fair

Prepare for the fair by reviewing these [BoardSource](#) documents:

[What Are the Basic Responsibilities of Non-Profit Boards?](#)

[Board Basics 101: I Want to Become a Board Member](#)

Please note: The Club's Dress Code rules apply. Business casual - no jeans, sneakers, or collarless shirts. Photography is not permitted in the Clubhouse.

Harvard Alumni Association

124 Mount Auburn Street, 6th Floor

Cambridge, MA 02138

What did you think of the Non-Profit Board Recruitment Fair?

HAA Clubs and SIGs <clubs@harvard.edu>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Fri 4/8/2016 12:01 PM

To: Lesar, Monica Claire



HARVARD
Alumni Association

We hope that you had a great time connecting with local non-profits at the Non-Profit Board Recruitment Fair on Thursday evening, and that you will have the chance to engage with them in the future.

If you attended the event, we would love to hear your feedback on how we may be able to better support this event in the future. If you did not attend the event, we would love to know why you were not able to make it. Please take a moment to fill out this short survey:

[Take the Survey](#)

If you were not able to make it, we encourage you to contact the organizations if you are interested in learning more about them. Please [click here](#) to view a list of the organizations present at the event.

Thank you!

HAA Clubs and SIGs, the Harvard Club of New York, and the Center for Public Interest Careers

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138

Non-Profit Board Recruitment Fair at the Harvard Club of Boston

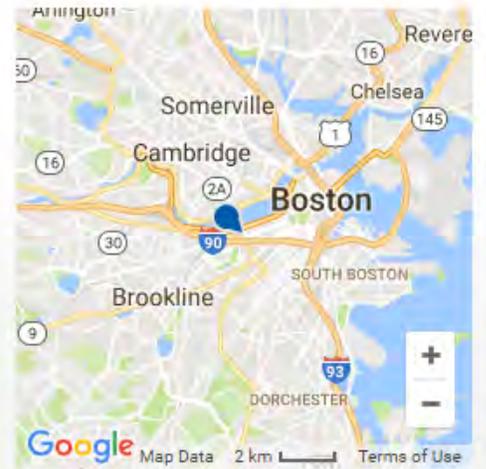


THIS IS A PAST EVENT



Date: April 25, 2016
Time: 6:30 - 8:30 PM
Location: Harvard Club of Boston, 374 Commonwealth Avenue, Boston, MA 02215, United States ([Details](#))
Contact: Harvard Alumni Association Clubs & Shared Interest Groups | clubs@harvard.edu | 1-800-654-6494
Attendance Policy: Open to alumni | Registration required
Accessibility: Wheelchair-accessible event
Sponsors: [Harvard Club of Boston](#) | [Center for Public Interest Careers at Harvard College](#)

Do you want to be more involved with public service organizations in and around Boston? The Harvard Club of Boston Non-Profit Board Recruitment Fair, sponsored by the Center for Public Interest Careers (CPIC), Harvard Alumni Association, and Harvard



CLOSEST EVENTS TO BOSTON



DEC 30, 2016
Men's Hockey vs Rensselaer
BOSTON, MA, UNITED STATES



FEB 25, 2017
Men's Hockey vs St. Lawrence
BOSTON, MA, UNITED STATES

[See All Events >](#)

MORE CAREER NETWORKING EVENTS



DEC 21, 2016
Announcing: Sarasota Harvard

(continued on the next page)

Club of Boston, is a tremendous opportunity to connect with local non-profits who are seeking to expand their boards.

Event Schedule

Registration

6:30pm - 7:00pm

Non-Profit Board Recruitment Fair

7:00pm - 8:30pm

[Click here to view the list of non-profits that attended the fair.](#)

Prepare for the fair by reviewing these [Board Source](#) documents:
[What Are the Basic Responsibilities of Non-Profit Boards?](#)
[Board Basics 101: I Want to Become a Board Member](#)

Cash bar available.

Getting There

Limited Parking is available in the Harvard Club lot located in the rear of the building at 415 Newbury Street. Charges are \$12 per hour and max out at \$32 per car. We encourage you to use public transportation, as parking may be restricted due to availability. The closest stop to the Club is Hynes Convention Center on the Green line.

If you have any questions about the event, please contact the Harvard Alumni Association Clubs and Shared Interest Groups department at clubs@harvard.edu or 1-800-654-6494.

[Sarasota Harvard Club's DECEMBER 2016 HAPPY HOUR 12/21/16, 5-7pm @ LOUIES MODERN](#)
SARASOTA, FL

DEC 31, 2016 - JAN 21, 2017
[January Internship](#)



Tue 3/15/2016 12:01 PM

HAA Clubs and SIGs <clubs@harvard.edu>

HAA Non-Profit Board Recruitment Fair on April 25th

To Lesar, Monica Claire

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps



HARVARD
Alumni Association

Non-Profit Board Recruitment Fair

Date: April 25, 2016

Time: 6:30-8:30 p.m.

Location: Harvard Club of Boston, 374 Commonwealth Avenue, Boston, MA 02215

Do you want to be more involved with public service organizations in and around Boston? The fourth annual Harvard Non-Profit Board Recruitment Fair, sponsored by the Center for Public Interest Careers (CPIC), Harvard Alumni Association, and Harvard Club of Boston, is a tremendous opportunity to connect with local non-profits who are seeking to expand their boards.

[Register Now](#)

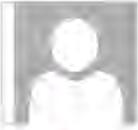
For more information about this event, please [click here](#) or email the HAA Clubs and SIGs department at clubs@harvard.edu.

Please note: if you work at a nonprofit organization and want to have a table to recruit board members at the event, you'll need to register [HERE](#).

Thank you!

Joslyn Evans
Monica Lesar
HAA Clubs & SIGs

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138



Wed 4/27/2016 10:15 AM

HAA Clubs and SIGs <clubs@harvard.edu>

What did you think of the Non-Profit Board Recruitment Fair?

To Lesar, Monica Claire

If there are problems with how this message is displayed, click here to view it in a web browser.

[Bing Maps](#)

[Action Items](#)



HARVARD Alumni Association

Thank you for attending the Non-Profit Board Recruitment Fair at the Harvard Club of Boston on Monday night!

We hope that you had a great time connecting with local nonprofits, and that you will have the chance to engage with them in the future.

If you attended the event, we would love to hear your feedback on how we may be able to better support this event in the future. If you did not attend the event, we would love to know why you were not able to make it. Please take a moment to fill out this short survey.

[Take the Survey](#)

If you were not able to make it, we encourage you to contact the organizations if you are interested in learning more about them. Please [click here](#) to view a list of the organizations that were present at the event.

Thank you!

HAA Clubs and SIGs, the Harvard Club of Boston, and the Center for Public Interest Careers

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138



Thu 4/28/2016 9:20 AM

HAA Clubs and SIGs <clubs@harvard.edu>

HAA Non-Profit Fair in Chicago on May 15

To Lesar, Monica Claire

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps



HARVARD
Alumni Association

HAA Non-Profit Fair in Chicago

Date: Sunday, May 15, 2016

Time: 1:00-3:00 p.m.

Location: Wintrust Grand Banking Hall, 231 S. LaSalle Street 2nd Floor,
Chicago, IL 60604

Fee: \$10 per adult, children may attend with parents for free.

Harvard alumni, their families and friends are invited to explore non-profit opportunities at the Non-Profit Fair in Chicago on Sunday, May 15. The afternoon fair will provide an opportunity for you to explore how you can put your skills to good use, either as a Board member or as a volunteer. Categories of non-profits that will be attending include healthcare, educational, cultural and social service organizations.

This event is co-sponsored by the Harvard Alumni Association, the Harvard College Center for Public Interest Careers, the Harvard Club of Chicago, Origin Investments and Wintrust.

Register Now

For more information about this event, please [click here](#) or email the HAA Clubs and SIGs department at clubs@harvard.edu.

Thank you!

Harvard Club of Chicago

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138



Thu 5/12/2016 5:01 PM

HAA Clubs and SIGs <clubs@harvard.edu>

Reminder: HAA Non-Profit Fair in Chicago Sunday, May 15

To Lesar, Monica Claire

If there are problems with how this message is displayed, click here to view it in a web browser.

[Bing Maps](#)

[Action Items](#)



HARVARD
Alumni Association

Dear Monica,

This is a friendly reminder that you are registered for the Harvard Alumni Association Non-Profit Fair in Chicago on Sunday, May 15. Please see the event details below. If you have questions about the event, please contact the HAA Clubs & SIGs at clubs@harvard.edu or 800-654-6494

Thank you!

HAA Non-Profit Fair in Chicago

Date: Sunday, May 15, 2016

Time: 1:00-3:00 p.m.

Location: Wintrust Grand Banking Hall, 231 S. LaSalle Street 2nd Floor, Chicago, IL 60604

Directions: Enter the building on LaSalle Street or on Clark Street, then take the escalator to the second floor, located near the LaSalle Street entrance.

Parking: Discount parking may be found on Spathero.com or Parkwhiz.com

Event Sponsors: Harvard Alumni Association, Harvard College Center for Public Interest Careers, Harvard Club of Chicago, Origin Investments and Wintrust

Guests are welcome to attend even though reservations are now closed. Tickets will be available at the door (\$10/adult - check or cash only). The dress code is casual attire. Light refreshments will be provided.

Please prepare for the fair by reviewing the materials provided below.

List of Non-Profits

[Click here to view the list of non-profits exhibiting at the fair](#)

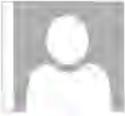
TED Talk

[Modern Nonprofit Board Governance - Passion Is Not Enough! | Chris Grundner | TEDxWilmington](#)

Board Source

[What Are the Basic Responsibilities of Non-Profit Boards?](#)
[Board Basics 101: I Want to Become a Board Member](#)

Harvard Alumni Association



Mon 5/16/2016 4:08 PM

HAA Clubs and SIGs <clubs@harvard.edu>

What did you think of the Non-Profit Fair in Chicago?

To Lesar, Monica Claire

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps

Action Items

+ Get more actions



HARVARD
Alumni Association

Thank you for attending the HAA Non-Profit Fair in Chicago on Sunday afternoon!

We hope that you had a great time connecting with local non-profits, and that you will have the chance to engage with them in the future. [Please click here to view a list of the organizations that were present at the event.](#)

We would love to hear your feedback about the event. Please take a moment to fill out this brief survey.

[Take the Survey](#)

Thank you!

HAA Clubs and SIGs

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138

Appendix D Samples from NY, Boston and Chicago Fairs:

Section II. Post-event report

April 2016 HCNYS Non-Profit Fair Attendee Feedback Survey

School(s) - select all that apply (optional)

Answer	Count
Division of Continuing Education	0
Faculty of Arts & Sciences	1
Graduate School of Arts & Sciences	0
Graduate School of Design	3
Harvard Business School	4
Harvard College	15
Harvard Divinity School	0
Harvard Graduate School of Education	2
Harvard John A. Paulson School of Engineering and Applied Sciences	1
Harvard Kennedy School	2
Harvard Law School	8
Harvard Medical School	2
Harvard School of Dental Medicine	0
Harvard T.H. Chan School of Public Health	1
Radcliffe Institute for Advanced Study	0
Other:	1



Industry (optional)

Answer	Count
Accounting	0
Agriculture	0
Arts, Entertainment & Recreation	0
Banking & Finance	4
Consulting	2
Consumer Services	0
Education	3
Energy	1
Food & Beverage	0
Government	1
Health Care	5
Hospitality	0
Legal Services	4
Manufacturing	0
Media & Broadcasting	2
Non-Profit	2
Pharmaceutical	0
Public Relations	0
Real Estate	1
Technology	1
Transportation	0
Other	1
Total	27

Did you attend the recruitment fair you registered for?



Why did you not attend the Non-Profit Board Recruitment Fair

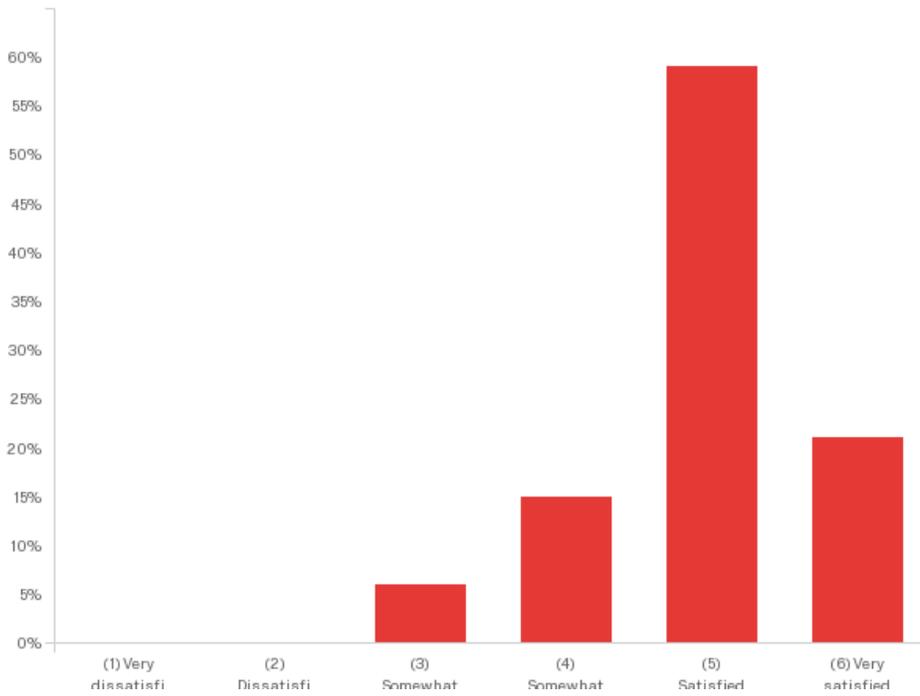


Would you recommend the recruitment fair to a friend or colleague?



Answer	Count
Yes	33
No	1
Total	34

How satisfied were you with your experience at the fair?



Answer	Count
(1) Very dissatisfied	0
(2) Dissatisfied	0
(3) Somewhat dissatisfied	2
(4) Somewhat satisfied	5
(5) Satisfied	20
(6) Very satisfied	7
Total	34

Did you attend the panel discussion portion of the event?



Answer	Count
Yes	29
No	3
Total	32

Would you recommend we have panel discussions at future non-profit board recruitment fairs?

**Only those who answered “yes” to the question “Did you attend the panel discussion portion of the event?” were then asked this question.*

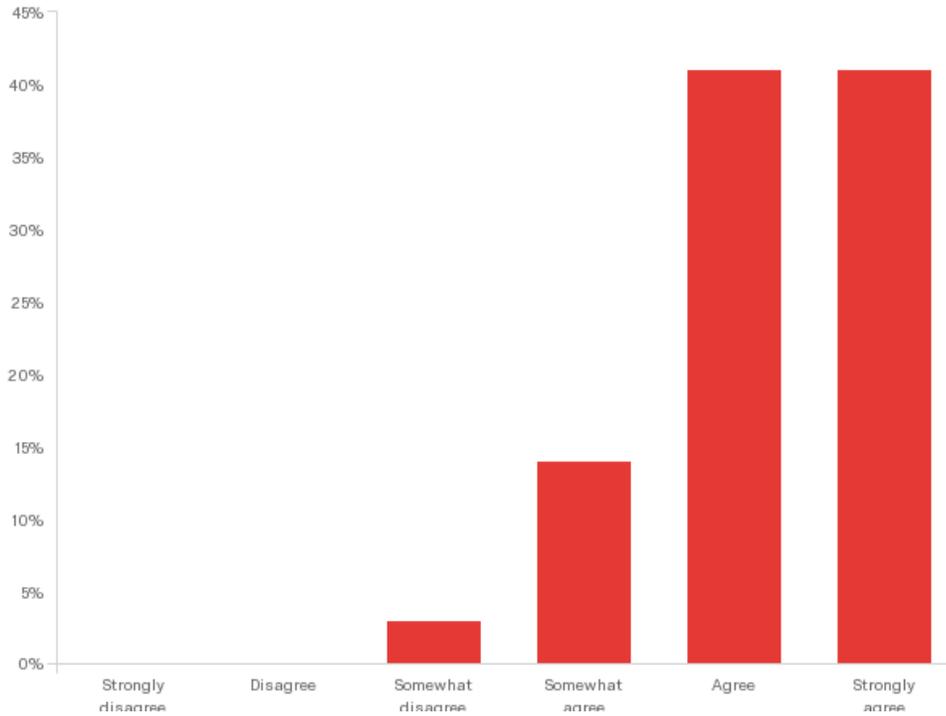


Answer	Count
Yes	28
No	1
Total	29

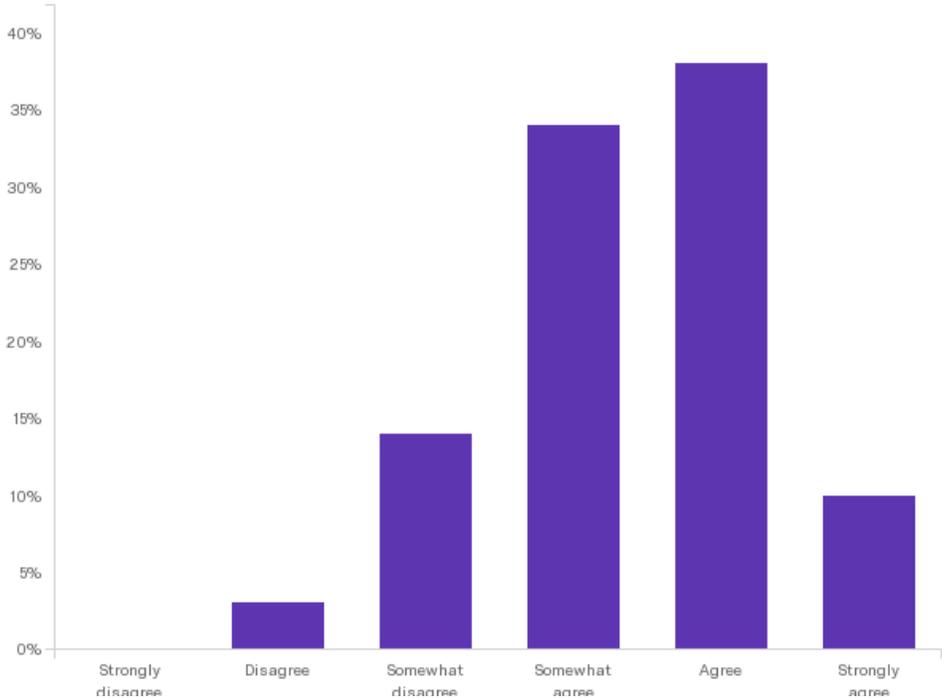
Please indicate to what extent you agree or disagree with the following statements:

**Only those who answered “yes” to the question “Did you attend the panel discussion portion of the event?” were then asked this question.*

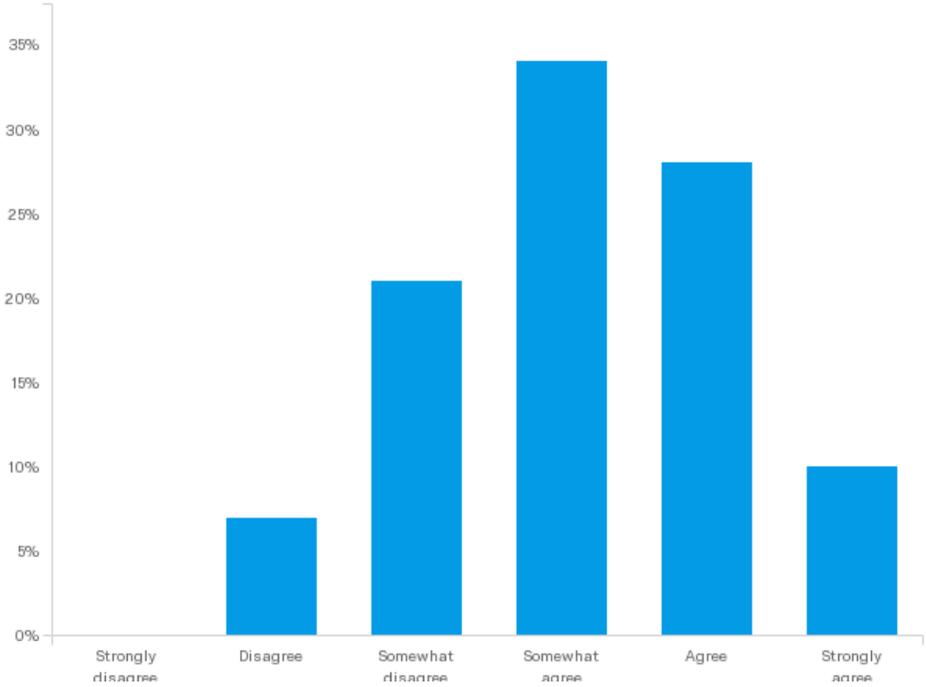
The panel discussion was informative.



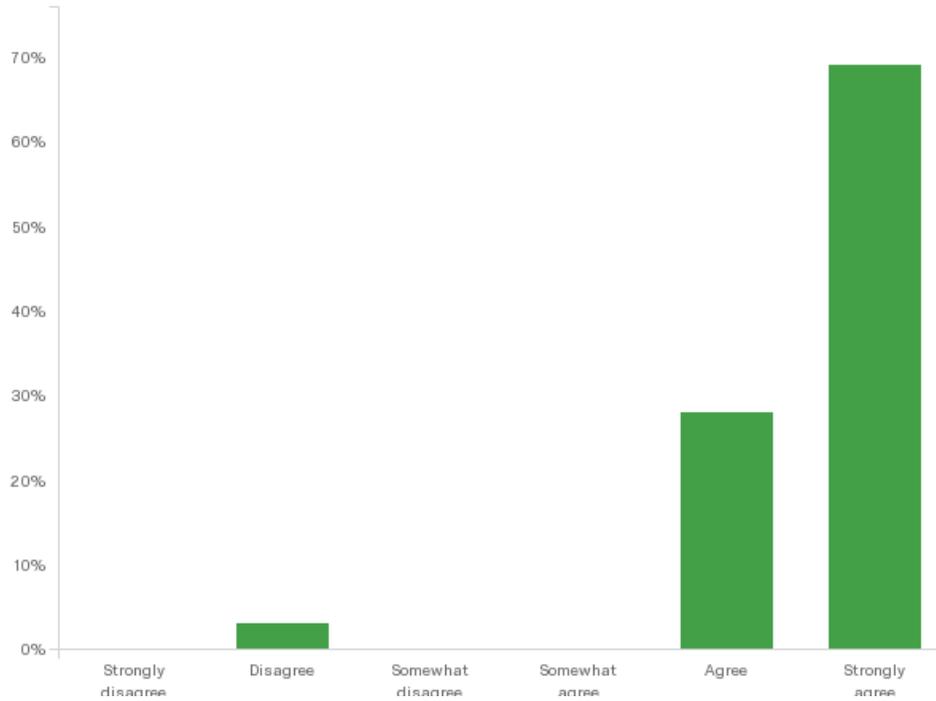
The panel discussion was inspirational.



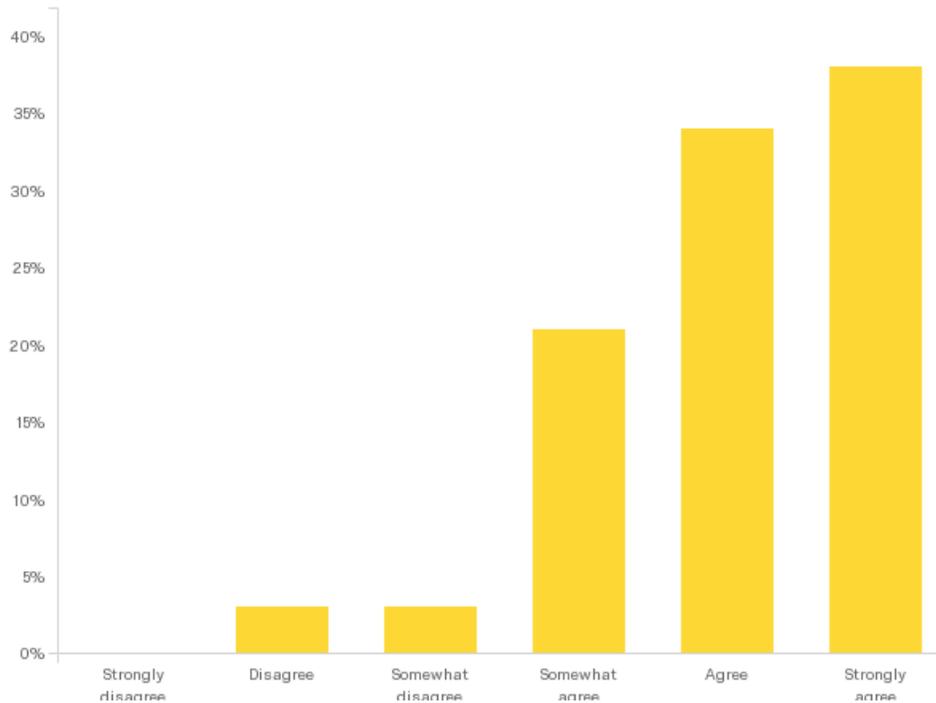
The panel discussion motivated me to join a non-profit board.



The panelists and the moderator were knowledgeable about non-profit boards.

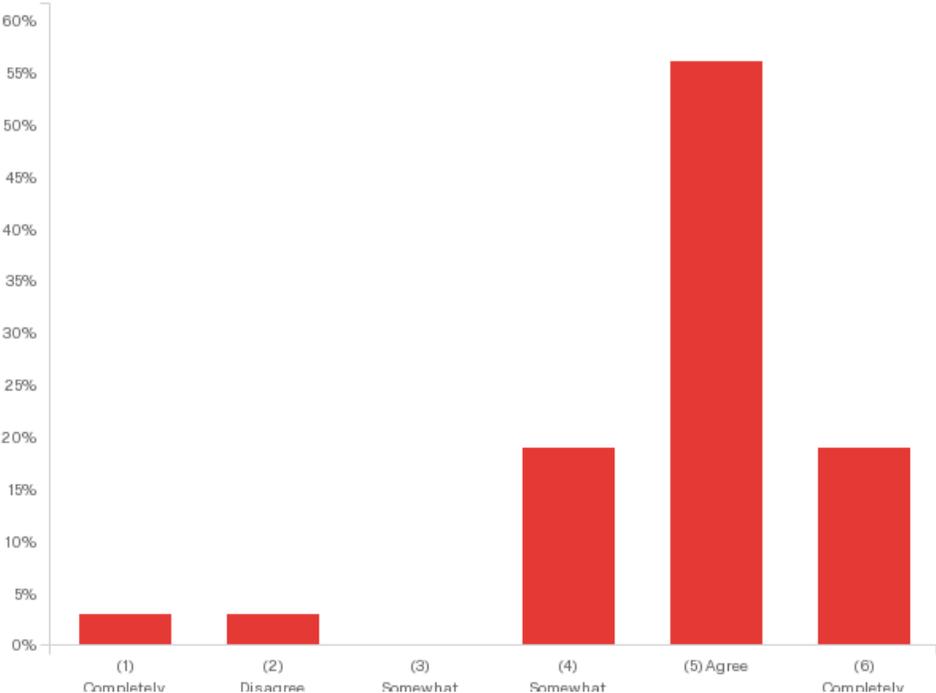


The panelists answered questions I had about serving on a non-profit board.



Question	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Total
The panel discussion was informative.	0	0	1	4	12	12	29
The panel discussion was inspirational.	0	1	4	10	11	3	29
The panel discussion motivated me to join a non-profit board.	0	2	6	10	8	3	29
The panelists and the moderator were knowledgeable about non-profit boards.	0	1	0	0	8	20	29
The panelists answered questions I had about serving on a non-profit board.	0	1	1	6	10	11	29

To what extent do you agree or disagree: This recruitment fair made me feel part of the Harvard alumni community.



Answer	Count
(1) Completely disagree	1
(2) Disagree	1
(3) Somewhat disagree	0
(4) Somewhat agree	6
(5) Agree	18
(6) Completely agree	6
Total	32



(continued on the next page)



The Center for Public Interest Careers (CPIC), the Harvard Club of New York City, and the Harvard Alumni Association extend our warmest welcome to the attendees of the annual Harvard Nonprofit Board Recruitment Fair!

Below, you'll find brief descriptions and contact information for each of the 70+ organizations represented in this publication. We hope you enjoy familiarizing yourself with the work of these organizations. Please note that while CPIC reached out to a wide-range of organizations to participate, not all of the registered organizations have worked with CPIC in the past. CPIC cannot guarantee or endorse the work of specific organizations, so attendees should note that they are responsible for exercising their own due diligence if making a commitment to a particular organization.

**Organizations that are unable to table at the fair but are actively seeking board members and/or volunteers*

a.i.r. nyc

a.i.r. nyc's mission is to keep asthmatic children and adults healthy, active, and out of the hospital. We aim to improve the quality of life of asthmatic children and adults, helping families break the revolving cycle of poverty that is worsened by chronic disease. a.i.r. nyc is a data-driven organization that has consistently reduced hospitalizations, emergency department visits, and school absenteeism in New York City's most vulnerable families.

Contact: Shoshanah Brown - sbrown@air-nyc.org

Needs: Communications, Fundraising, Management/Strategic Planning

Action to Cure Kidney Cancer

ACKC is a grassroots organization, established in 2003 by kidney cancer patients and their families, that works to raise awareness about kidney cancer to ensure that it receives the public and private funding required to find effective treatment and a cure for this disease, which kills 38 Americans each day.

Contact: Jay Bitkower - jay.bitkower@ackc.org

Needs: Fundraising, Management/Strategic Planning, Volunteering/Direct Service

Aging in New York Fund

The Fund embraces "Getting Real About Aging" and aims to make it possible for NYC's older adults to live enriched, healthy lives by developing innovative service models that address pressing unmet needs in this community. The Fund also serves as fundraising arm to the NYC Department for the Aging.

Contact: Helene Heller - helene@anyf.org

Needs: Communications, Fundraising, Management/Strategic Planning, Bequest Planning, Investments, Legal, Corporate Relations, Accounting

American Classical Orchestra

American Classical Orchestra is New York's leading period instrument orchestra. It uses period instruments and historical performance techniques to recreate the sound world of the master composers. ACO is dedicated to preserving and performing the repertoire of 17th-19th century composers.

Contact: Andrew Cheskis - andrew.cheskis@icloud.com

Needs: Communications, Fundraising, Management/Strategic Planning

ANDRUS

Located in Westchester County, NY, ANDRUS nurtures social and emotional well-being in children and their families by delivering a broad range of vital services and by proving research, training and innovative program models that promote standards of excellence for professional performance in and beyond our community service area.

Contact: Christine Novak-Micka - CNovakMicka@jdam.org

Needs: Board Service

Artsmith, Inc.

Artsmith provides arts programming to young people from the Bronx that will enable them to learn about themselves, others, and the world around them; explore topics that affect them; and inspire them to dream beyond the image that is often presented to them about who they can and will become.

Contact: Tricia Smith - tricia.smith@artsmith.org

Needs: Communications, Fundraising, Management/Strategic Planning, Volunteering/Direct Service, Accounting

***Bellevue/NYU Program for Survivors of Torture**

The Bellevue/NYU Program for Survivors of Torture provides comprehensive and interdisciplinary medical, mental health, social and legal services to survivors of torture and other human rights abuses and their family members. The mission is to assist them rebuild healthy, self-sufficient lives, and contribute to global efforts to end torture.

Contact: Shannon Miller - shannon.miller@nyumc.org

Needs: Communications, Fundraising, Management/Strategic Planning, Volunteering/Direct Service

***Black Veterans for Social Justice**

Black Veterans for Social Justice serves veterans, non-veterans, and their families in Central Brooklyn and citywide. We provide access to employment, housing, health care, and community and a tender listening ear.

Contact: Wendy McClinton - CEO@bvsj.org

Needs: Fundraising, Management/Strategic Planning

Bonobo Conservation Initiative

BCI's mission is to protect bonobos and preserve their tropical rainforest habitat through empowering local communities. We protect vast areas of the Congo's rainforest, known as the earth's second lung. This protects other species, globally significant watersheds, and mitigates climate change, as deforestation accounts for 20% of all Global emissions.

Contact: Michael Hurley - mhurley@bonobo.org

Needs: Communications, Fundraising, Management/Strategic Planning, Volunteering/Direct Service

Breaking Ground

Breaking Ground, New York's largest supportive housing developer & provider of street outreach services, is looking to expand its Board and Junior Board. With an annual budget of more than \$55M and nearly 400 colleagues, we have helped over 12,000 New Yorkers overcome and avoid homelessness.

Contact: Michelle LeNoach - ypc@breakingground.org

Needs: Communications, Fundraising, Volunteering/Direct Service

Breast Treatment Task Force

Breast Treatment Task Force (BTTF) is a grassroots organization committed to providing free breast education, screening, diagnostic follow-up, and treatment to low-income patients without access to health insurance in New York City.

Contact: Jay Schiff - jayschiff@gmail.com

Needs: Communications, Fundraising, Management/Strategic Planning, Volunteering/Direct Service

(full pamphlet not shown here, [click here](#) to view the entire document)