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**BOARD DIRECTOR GUIDE**

# **Board Fit**

Phoenix Pride Community  
Foundation

*By* Board Development Committee

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# **Board Fit**

## *Mission Statement*

*“Phoenix Pride unites, educates, and engages people to support and empower the LGBTQ+ community and our allies.”*

*By Phoenix Pride Community Foundation*

Phoenix Pride seeks to develop a Board of Directors that has strategic combination of personal attributes, knowledge/expertise and competencies that ensure that our Board, as a governing body, has a diversity of experiences, perspectives, information, connection, and skills to carry out its governing and fundraising functions.

Board Development Committee

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*Phoenix Pride defines diversity as:*

*“Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, Veteran status, and political beliefs.”*

# Board Overview

Phoenix Pride board is an all volunteer board. The board of directors are not a working board and function as a governing board<sup>1</sup>. Our roles and responsibilities are focused on oversight, while the staff are tasked with execution.

## *Values Statement*

**P**assion - We engage a team of volunteers, staff, and partners who have a passion for helping others.

**R**espect - We celebrate and respect the fundamental values and differences in all individuals.

**O**utreach - We recognize the power of visibility through outreach and education to inspire our allies and impact positive change.

**U**nity - We work with integrity to unite the community through collaboration and organizational partnerships.

**D**iversity - We dedicate ourselves to creating an environment that values and honors diverse backgrounds, cultures, and communities.

Lastly, we believe that a denial of equality for any one aspect of our community is a denial of equality for all.

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<sup>1</sup> Members of a governing board are focused only on the big picture and work as a collective body, delegating managerial tasks to paid staff within the organization. The board's members still have individual responsibilities, but they are not "boots on the ground". Governing boards manage financial plans, not budget sheets. Working boards are responsible for both.

## *Vision Statement*

Phoenix Pride envisions a unified community where diverse individuals are celebrated and able to thrive as their authentic selves.

*Serving on the Phoenix Pride Board of Directors is a LOT OF FUN!!! We participate in numerous events, engage with community leaders and hear so many powerful, heart-warming stories. Being part of the board means you are representing the Arizona LGBTQ+ community.*

# Board Committees

**P**hoenix Pride is a collective body of committees, board directors, staff and volunteers. Our committees provide recommendations to the board for execution of plans, budgets, governance changes, staff recommendations or other recommendations for review and approval. There are six active committees members can participate in. Audit, Board Development, Finance & Budget, Education & Outreach, Fund Development, or Law Enforcement & Advisory.

## *Audit Committee*

The President shall be responsible for the appointment of the Chair of the Audit Committee. The audit committee's role focuses on the qualitative aspects of financial reporting and organization processes for the management of risk and compliance with significant applicable tax, legal, ethical, and regulatory requirements. The audit committee's role also includes coordination with other board committees and maintenance of strong, positive working relationships with management, external auditors, counsel, and other committee chairs. As a result of its oversight role the committee is responsible for making recommendations to the board in securing an auditing firm to do an annual independent audit.

The audit committee shall report this information to the board and provide its recommendations for action to be taken by the board and in order to strengthen the organization's system of internal controls, compliance procedures and financial reporting process.

## *Board Development Committee*

The President shall appoint the Chair of the Board Development Committee, which shall include the Executive Director as a non-voting member. The Committee Chair shall



appoint a minimum of two (2) other community members to the committee. The committee shall be responsible for:

(a) Developing and recommending to the Board the skills, experience, and diversity criteria for Directors necessary to ensure balanced community representation and effective governance.

(b) Identifying, interviewing and checking references on prospective candidates for vacant positions on the Board of Directors.

(c) Recommending to the Board, suitable candidates, according to the approved criteria, to fill Director vacancies. (Reference section 2.3)

(d) Ensuring Board Directors receive proper orientation to their responsibilities. (Reference section 2.4)

(e) Working with the Vice-President to monitor Board Director attendance.

### *Finance & Budget Committee*

The Board Treasurer shall chair the Finance & Budget Committee, which shall include the Executive Director as a non-voting member. The Treasurer shall appoint a minimum of two (2) other community members to the committee annually. The committee is responsible for generally overseeing and ensuring the development and approval of the annual budget including:

(a) Reviewing revenue forecasts and expenditure plans presented by management.

(b) Making recommendations to the Board for approval of an annual budget.

(c) Monitoring actual revenues and expenditures against the budget forecast and recommending to the Board any adjustments it deems necessary.

(d) Reviewing the annual financial statements with the CPA or delegate.

## *Education and Outreach Committee*

The President shall appoint the Chair of the Education and Outreach Committee, which shall include the Executive Director as a non-voting member. The Committee Chair shall appoint a minimum of two (2) other community members to the committee. The committee shall be responsible for planning and coordinating the Corporation's political research, diversity research, outreach and advocacy, as well as to manage the scholarship and community grant funds.

## *Fund Development Committee*

The primary purpose of the Fund Development Committee is to secure additional funding for the organization. Tasks shall include: Empower and assist entire board in their fundraising responsibilities and capabilities, create the annual development plan, in collaboration with the Director of Development, and engage and assist in donor relationship management.

## *Law Enforcement Advisory Committee*

The purpose of this Committee is to create measurable, actionable objectives for Local/State Police departments to act upon, resulting in improved, fair and equitable treatment for all members of the greater Phoenix community, with a focus but not limited to the LGBTQ+ community. This should include recommendations that seek to improve community relations, trust, and understanding.

This Council shall meet a minimum of once a month but may meet more frequently. The Committee Chair shall submit written committee reports to the Board of Directors thru the Secretary of the Board. The Board President shall be responsible for appointing the Committee Chair of this advisory committee. The Committee Chair shall be responsible for approving individual membership.

# Board Attributes

**P**hoenix Pride’s Board Development Committee, in consultation with the full board, affirms or creates the ideal board profile. The Board Development Committee then identifies the gaps in our recruitment matrix and recruits new board members to fill those gaps or to strengthen particular areas. The three attributes identified by the board are as follows:

1. **Attributes**
2. **Knowledge & Expertise**
3. **Competencies**

# Attributes

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**W**e desire a board with a diversity of perspective.  
*Desirable diversity includes:*

Race, Ethnicity, Gender, Gender Identity, Sexual Orientation, Age, Social Class, Physical Ability or Attributes, Religious or Ethical Values System, National Origin, Veteran Status, and Political Beliefs.

## Knowledge & Expertise

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**W**e need the expertise essential to the Board's ability to ask critical questions and assess critical information in furtherance of its planning, program, stewardship and governing responsibilities.

*We have identified the following areas:*

Scholarship and noted/or recognized expertise in our core mission, Non-Profit Governance, Non-Profit Finance, Organizational Development, Entrepreneurship, Fundraising, Law & Public Policy.

# Competencies

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**W**e seek to build a board that as a collective body exercises essential competencies. To assist in creating those competencies, we need multiple board members who possess these desired competencies and can nurture those competencies within the board.

*We have identified the following:*

**Mission and Value Lens:** An understanding and valuing of our mission and values.

**Strategic Thinking:** The ability to develop intelligent action to reach desired goals by engaging a systems perspective, testing hypotheses, learning from the past, seeking out and using data, creatively approaching opportunities, problems and solutions, understanding the organizational implications of situations and events, seeing connections or patterns not obvious to others, and generating new insights.

**Spanning/Connecting:** The ability to identify, develop relationships, build alliances and networks and influence the contribution of talents and resources in support of the organization.

In particular, we seek candidates who have and will use their connections in the following areas to leverage resources identified as essential to our organizational success:

- Government
- Business & Corporate
- Community Philanthropy & Foundations
- Underserved Communities
- Arts & Cultural Community
- Academia

**Accountability:** To accept responsibility for actions, decisions, policies. To honor our obligations to our public, our funders and other stakeholders, to be transparent and to accurately report, explain, & accept responsibility for consequences of actions.

**Institutional Memory:** Curiosity about the understanding of the history, processes and procedures of our organization. Willingness to observe the bylaws and board-approved policies and procedures.

**Organizational Learning:** The desire to understand and to improve performance based on experience. A willingness to set aside time for reflection, seek out data and expertise, identify knowledge gaps, learn from experience, be curious, scan the environment for new information, disseminate what has been learned, and integrate learning so it is broadly available and can be generalized to new situations.

# Contact

**W**ant to join one of our committees? Contact us today, we would love to hear from you!



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