



Welcome Megan!



Megan joined the SCAF team in April, in the position of Program Support. Megan is a born and raised Stanwood resident passionate about serving this community. She is a licensed Master Esthetician and coaches club volleyball for high school girls. Megan worked in a variety of office settings throughout her professional career before joining ours in 2024. When she isn't at our front desk you can find her spending time outdoors with her husband and son, serving on the worship team at Cedarhome Baptist Church, or cooking up something tasty for her friends and family.



## Nonprofit Newsletter

### Recommended Best Practices by Julie Vess

#### Nonprofit Board duties vs. Executive Director duties

Nonprofit boards and executive directors each play distinct roles within an organization, contributing to its overall governance, strategy, and success. Here's an overview of their respective duties:

#### Nonprofit Board Duties:

1. Governance and Oversight:
  - o Establish the organization's mission, values, and strategic direction.
  - o Ensure compliance with legal and ethical standards.
  - o Oversee financial management and accountability.
2. Policy Development:
  - o Develop and approve organizational policies and procedures.
  - o Set guidelines for decision-making and organizational conduct.
3. Strategic Planning:
  - o Participate in the development and approval of the organization's strategic plan.
  - o Provide input on major goals, initiatives, and organizational priorities.
4. Hiring and Evaluation:
  - o Hire, evaluate, and if necessary, terminate the executive director.
  - o Set performance expectations and compensation.
5. Financial Oversight:
  - o Approve the annual budget and financial reports.
  - o Ensure the organization's financial stability and sustainability.
6. Fundraising and Resource Development:
  - o Contribute to and support fundraising efforts, including donor cultivation and major gift solicitation.
  - o Assist in identifying and securing resources for the organization.
7. Community and Stakeholder Relations:
  - o Act as ambassadors for the organization, fostering positive relationships with stakeholders.
  - o Advocate for the organization within the community.
8. Risk Management:
  - o Identify and address potential risks to the organization.
  - o Ensure the implementation of risk management strategies.

(Article continued on the next page)



## 2024 Funk and Junk Festival

Free booth space is available for nonprofits at the second-annual Funk & Junk Fest on Saturday, August 17. This event funds the RE/MAX Community Grant Chest. Find out more at <https://elevatenw.com/funkandjunkfest/>



## SCAF Adult Scholarships:

**Adult scholarships** are available to adults with financial need who either reside within the boundaries of the Stanwood-Camano School District, or live elsewhere but work in our community. Individual scholarships may have additional eligibility requirements. Applications are due July 12. Find out more at: [www.s-caf.org](http://www.s-caf.org).

### Article Continued...

#### Executive Director Duties:

1. Leadership and Management:
  - o Provide leadership and vision for the organization.
  - o Manage day-to-day operations and ensure the organization's mission is effectively carried out.
2. Implementation of Board Decisions:
  - o Execute the decisions and policies established by the board.
  - o Provide recommendations and information to assist the board in decision-making.
3. Staff Management:
  - o Hire, supervise, and evaluate staff.
  - o Foster a positive organizational culture and ensure staff members are aligned with the mission.
4. Program Development and Implementation:
  - o Develop and implement programs and initiatives in alignment with the organization's mission and strategic plan.
  - o Ensure programs are effective and meet the needs of the community.
5. Financial Management:
  - o Develop and present budgets to the board for approval.
  - o Oversee day-to-day financial operations and ensure fiscal responsibility.
6. Fundraising and Development:
  - o Lead fundraising efforts and grant applications.
  - o Cultivate relationships with donors and partners.
7. Community Engagement:
  - o Act as a primary spokesperson for the organization.
  - o Build and maintain positive relationships with community stakeholders.
8. Board Relations:
  - o Work closely with the board, providing information, updates, and insights.
  - o Implement board decisions and support the board in its governance role.
9. Advocacy and Public Relations:
  - o Advocate for the organization's mission and goals.
  - o Manage public relations to enhance the organization's visibility and reputation.

In summary, while the board sets the overall direction and provides governance, the executive director is responsible for executing the board's decisions, managing day-to-day operations, and ensuring the organization's success. The relationship between the board and the executive director is collaborative, with each playing a crucial role in achieving the nonprofit's mission.

