



# MBPC Board of Directors Guidelines

June 2023

## Background:

The Montana Budget and Policy Center (MBPC) was organized in 2008 to participate in The Center on Budget and Policy Priorities' State Priorities Partnership (SPP) network. The MBPC Board of Directors serves as the governing body for the organization.

## MBPC Mission:

To advance responsible tax, budget, and economic policies through credible research and analysis in order to promote opportunity and fairness for all Montanans.

## Board Responsibilities:

### 1. Attend and actively participate in Board meetings.

- MBPC Board meets quarterly through the year (March, June, September, December), including typically a two-day convening in either June or September.
- If you are unable to attend, we ask that you notify the Board President or Executive Director in advance.

### 2. Set policy and establish goals for your Executive Director to achieve.

- MBPC Board is responsible for defining the mission of the organization.
- With staff, the MBPC board helps develop MBPC's theory of change, broad directions, and goals.
- The MBPC Board participates in the development of long-range and annual plans.

### 3. Ensure that MBPC is well led and managed.

- MBPC Board is responsible for hiring and evaluating the Executive Director and setting their compensation.
- MBPC Board (through the executive committee) conducts an annual evaluation of the Executive Director in June.
- The Board reviews and approves personnel policies and procedures.

### 4. Maintain proper relationship with staff.

- The MBPC Board delegates to Executive Director the responsibility for implementing Board-approved organizational policies and procedures.
- The MBPC Board delegates to Executive Director the responsibility for hiring and managing personnel.
- The MBPC Board agrees to refrain from getting involved in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with Board policy.

**5. Ensure adequate financing of the organization and see that the money is responsibly spent. The MBPC Board:**

- Oversees MBPC's financial planning;
- Approves the organization's annual budgets;
- Reviews quarterly financial reports and year-end statements; and
- With staff, develops and implements short – and long-range fundraising strategies.

**6. Ensure that the Board is well-constituted, prepared, and developed to carry out its responsibilities.**

- The MBPC Board will determine and achieve the best organizational structure for MBPC to carry out its mission.
- The Board is responsible for analyzing board composition and setting up a strategic nominating and recruiting process that assures that the Board is reflective of the organization's work and capable of carrying out its responsibilities.

**7. Actively support MBPC.**

- Board members are asked to serve as advocates for the organization, understanding and conveying its principal mission goals.
- MBPC does not have a policy requiring financial giving by board members.