



United Way  
Thomas Jefferson Area

**2011 Award of Excellence in Nonprofit Board Governance  
&  
2011 Award of Excellence in Nonprofit Staff Leadership**

**The Awards of Excellence were established to recognize, celebrate, promote and inspire excellence and innovation in nonprofit leadership, management and governance.**

**Due Tuesday, April 12, 2011  
Intent to apply requested by March 29, 2011**

Indicate which Award:

**Excellence in Board Governance -- underwritten by Virginia National Bank**

**Excellence in Staff Leadership -- underwritten by Hantzmon Wiebel**

Once again we will recognize and honor volunteer boards of directors for their leadership in local nonprofits. And, **new this year**, we would like to recognize an outstanding staff member in our nonprofits, other than an Executive Director. Many staff members have enabled organizations to weather the times, retool their services and programs, reorganize to accomplish even greater responsibilities, strengthen their sustainability and have inspired each of us with their dedication.

Nominee:

Title:

Organization:

Street Address:

Phone:

Email:

Website:

Title of Nominated Staff Leader:

501(c)3 Nonprofit? Yes  No  Date Incorporated:

Localities Served:

Current Year Budget:

Number of Board Members:

Number of Local Members:

Organization's Mission:

Nomination Submitted By:

Signature: \_\_\_\_\_

Phone:

Return to: Cathy Train  
Awards of Excellence  
United Way-Thomas Jefferson Area  
806 East High Street, Charlottesville, VA 22902

**2011 Awards of Excellence in Board Governance and Nonprofit Staff Leadership  
United Way-Thomas Jefferson Area**

*Organizations should indicate their intent to apply for either or both awards to Cathy Train [ctrain@UnitedWayTJA.org](mailto:ctrain@UnitedWayTJA.org) or 434.972.1701 by Tuesday, March 29, 2011.*

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**Nomination Instructions and Information:**

1. Please include the nomination cover sheet and attach a narrative of no more than three pages (12-point font, 1 inch margins) that addresses the attached Nomination Criteria.
2. **Nominations should focus on information/ accomplishments from the past three + years.**
3. All major criteria should be addressed: include **specific detail** for each numbered item (individual sub-criteria may or may not apply).
4. A complete mission statement may be attached, if the nomination form space is not adequate.
5. Up to two brief letters of support may also be attached. No other attachments are permitted.
6. Nominations will not be accepted by fax or email.
7. **Nomination forms must be received by Tuesday, April 12, 2011 at 3:00 p.m.** Mail or deliver **one original and nine copies (three-hole punched) of the nomination form, narrative, and a complete list of the current Board of Directors (names, titles and addresses).**
8. Please submit **one copy** of the organization's audited financial statements for the most recent fiscal year (if unavailable, the last year-end income and expense statement signed by your treasurer and noting the date when the audit will be completed).
9. Nominations may be submitted by an organization or an individual.

10. Nominees must represent a local 501(c)3 nonprofit organization based in and primarily serving the City of Charlottesville and/or Counties of Albemarle, Fluvanna, Greene, Louisa or Nelson.
11. An organization's board of directors must be composed of a majority of local residents.
12. Organizations whose mission is primarily K-12 or higher education or the promotion of religion are not eligible.
13. Award decisions will be made by independent review panels composed of local citizens.
14. An organization may submit nominations in both categories.
15. Past honorees are not eligible to apply for nomination. However, a Staff Leader from an organization previously honored with the Excellence in Nonprofit Leadership Award is eligible.
16. The organizations of the award honorees in Board Governance and the Nonprofit Staff Leadership will receive a \$2,000 cash award from the United Way-Thomas Jefferson Area in recognition of their leadership, service and accomplishments.

The nomination form, instructions, award criteria and additional information are available at [www.UnitedWayTJA.org](http://www.UnitedWayTJA.org), by email at [ctrain@UnitedWayTJA.org](mailto:ctrain@UnitedWayTJA.org) or by calling 434.972.1701.

## **2011 Excellence in Nonprofit Board Governance Award**

### **United Way-Thomas Jefferson Area**

#### ***Board of Directors Nomination Criteria***

*Please address achievements during the period 2007 to 2011.*

#### **1. Provides a well-articulated, relevant and implemented mission serving intended beneficiaries.**

- The organization has a clear, bold and focused mission.
- Programs and activities forward the organization's mission.
- Volunteer and professional staff resources are aligned with mission.
- Reviews and refines the mission to insure relevance.

#### **2. Demonstrates creativity, innovation, passion and entrepreneurship in serving beneficiaries.**

- Provides innovative solutions to specific and significant community problems in the delivery of programs/services.
- Shows willingness to take risks to address issues.
- Promotes a positive culture of change within the organization.
- Successfully identifies and addresses core organizational issues.
- Recognizes community needs and aligns organization as appropriate.

#### **3. Exercises due diligence that the organization is well managed, focused on stewardship and financially sound.**

- Establishes effective management policies and procedures, with active program oversight.
- Oversees exemplary financial and human resource policies appropriate for the size and complexity of the organization.
- Conducts regular review and evaluation of organization's programs/services.
- Has established conflict of interest and code of conduct policies.

#### **4. Exhibits best practices in nonprofit governance and policy promoting a safe and ethical working environment and safeguarding the organization's integrity.**

- Policies and practices of the organization meet the highest nonprofit standards.
- Focused on stewardship with best practices in oversight and accountability.
- Board recruitment, training and development is undertaken, focused on mission.
- Has clear board expectations and assesses its effectiveness and functioning.
- Board membership is representative of the community.

#### **5. Engages in strategic planning focused on the long-term viability of the organization and its ultimate purpose for the community.**

#### **6. Assures adequate human and financial resources for the organization.**

- Leads the organization's resource development efforts.
- Provides oversight for operational finances/budget/audit.
- Carefully selects, continuously supports and evaluates professional leadership.
- Supports staff leadership through opportunities for professional development and growth.

## **Excellence in Nonprofit Staff Leadership**

### **Professional Nomination Criteria**

***Recognizing the achievement of staff members other than the Executive Director/President.***

*Staff member should be employed at the organization for 4 years.*

#### **1. Embraces, articulates and furthers the mission of organization.**

- Demonstrates outstanding achievements to accomplish organization's mission and increase the organization's value to the community.
- Articulates accomplishments that have made a difference in the lives of local residents.
- Embraces commitment to continuous improvement for the organization and those served.
- Offers best efforts to accomplish the organization's mission and the sustainability and viability of the organization.

#### **2. Demonstrates exemplary service to the community.**

- Operates with a high standard of ethics personally and organizationally.
- Supports the development of colleagues and volunteers within the organization and/or more broadly within the community.
- Goes above and beyond expectations/responsibilities to achieve organization's objectives.
- Dedicated to providing the highest quality services which meet community needs.

#### **3. Demonstrates creativity, innovation, passion and entrepreneurship in serving intended beneficiaries.**

- Establishes and maintains effective relationships with clients and colleagues and earns their trust and respect.
- Recognizes community needs and develops and/or implements innovative alignment strategies as appropriate.
- Demonstrates a willingness to take risks to address issues.
- Interested in learning and adapting to promising practices in the field.

#### **4. Demonstrates a commitment to excellence.**

- Commitment to high standards of professional conduct, accountability, and the stewardship of resources.
- Focused on accomplishments in organizational efficiency and effectiveness with expected long-term impact.
- Encourages strong morale and staff cohesiveness, supporting co-workers and volunteers in their efforts to do their best.
- Demonstrated commitment to life-long or continuous learning.