



2008
Award of Excellence in Nonprofit Board Governance
and
Award of Excellence in Nonprofit Leadership

--to recognize, celebrate, promote and inspire excellence in nonprofit leadership,
management and governance

Award Nomination Form
Due Thursday, February 28, 2008
Intent to apply requested by January 31, 2008

Check one: \_\_\_ Excellence in Board Governance \_\_\_ Excellence in Leadership
underwritten by SunTrust Bank underwritten by Hantzmon Wiebel

Organization:

Street Address:

Phone:

Fax:

Email:

Website:

Executive Director/CPO:

Leadership Nominee (if not CPO):

Title:

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

## **2008 Awards of Excellence in Nonprofit Board Governance and Leadership United Way-Thomas Jefferson Area**

*Organizations should indicate their intent to apply for either or both awards to Jon Nafziger at [jnafziger@unitedwaytja.org](mailto:jnafziger@unitedwaytja.org) or 972-1713 by January 31, 2008. An optional information session will be held on January 28, 2008 at 4:00 p.m. at Hantzmon Wiebel, 818 E. Jefferson St. Charlottesville.*

### **Application Instructions**

Please include the application cover sheet and attach a narrative of no more than three pages (12-point font, 1 inch margins) that addresses the attached Nomination Criteria. Include **specific detail** for each numbered item, including information focusing on the past 2-3 years. All major criteria must be addressed; all individual sub-criteria may not apply. A full organizational mission statement may be attached to the proposal if it does not fit on the nomination form. Up to two brief letters of support may also be attached. No other attachments are permitted. Applications will not be accepted by fax or email.

**Nomination forms must be received by Thursday, February 28, 2008 at 4:00 p.m.** Mail or deliver **one original and nine copies (three-hole punched)** of the nomination form, narrative, and a complete list of the organization's current Board of Directors (with names, titles and addresses) to:

Jon Nafziger, Vice President for Community Initiatives  
United Way-Thomas Jefferson Area  
806 East High Street  
Charlottesville, VA 22902

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 date when the audit will be completed).

Nominations may be submitted by an organization or an individual. 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. An organization's board of directors must be composed of local residents. Organizations whose mission is primarily K-12 or higher education or the promotion of religion are not eligible.

Award decisions will be made by independent review teams composed of local citizens. The Excellence in Board Governance review team will be chaired by Leonard Sandridge, Vice President and Chief Operating Officer of the University of Virginia. The Excellence in Nonprofit Leadership review team will be led by Jim Haden, President of Martha Jefferson Hospital.

An organization may receive nominations in both categories. The organization of each award winner will receive a \$2,500 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 [jnafziger@unitedwaytja.org](mailto:jnafziger@unitedwaytja.org) or by calling (434) 972-1701.

# **2008 Excellence in Nonprofit Board Governance Award**

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

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

#### **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 periodically to insure relevance

#### **2. 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 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 own effectiveness and functioning
- Board membership is representative of the community

#### **3. Exercises due diligence that 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 meeting the highest industry standards
- Conducts regular review and evaluation of organization's programs/services
- Has established conflict of interest and code of conduct policies

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

- Leads the organization's resource development efforts
- Provides oversight for operational finances/budget/audit

#### **5. Carefully selects, continuously supports and evaluates professional leadership**

- Conducts an annual review and evaluation of the President/Executive Director
- Supports staff leadership through opportunities for professional development and growth

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

- Engages in periodic strategic planning, revisiting mission
- Develops strategic objectives and action plans to meet mission

# **2008 Excellence in Nonprofit Leadership Award**

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

### ***Professional Leadership Nomination Criteria***

#### **1. Demonstrates exemplary leadership and service to the community**

- Demonstrates visionary leadership within his/her organization, field and the broader community
- Operates with a high standard of ethics personally and organizationally
- Supports the development of future leaders within the organization and/or more broadly within the community
- Implements organization's objectives via strategic planning in consort with the Board

#### **2. 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

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

- Recognizes community needs and aligns organization as appropriate
- Ability to successfully identify and address core organizational issues
- Innovative solutions to specific and significant community problems and the delivery of programs/services
- Promotes a positive culture of change within the organization
- Willingness to take risks to address issues
- Has created practices adopted by others or has adapted promising practices in the field
- Involvement in shaping public policy or public debate

#### **4. Demonstrates a commitment to excellence in effective management, accountability, oversight and stewardship**

- Establishes high standards and commitment to the principles and skills of excellent management and accountability
- Provides effective oversight and stewardship through operational policies and procedures for program/service delivery and financial accountability
- Specific accomplishments in organizational efficiency and effectiveness with expected long-term impact
- Recruitment, training, evaluation and alignment of staff to accomplish mission
- Commitment to data driven decision-making
- Demonstrated commitment to life-long or continuous learning
- Assures accurate and timely financial disclosure and reporting
- With the Board, ensures adequate resources to accomplish mission and assure long-term sustainability and viability of the organization
- Full and open disclosure to Board on all matters related to governance and operations