

BOARD PORTAL POLICY

Board Approved 10.07.2020



BACKGROUND

In recent years, state and federal regulatory authorities have expanded expectations for oversight of non-profit organizations, increasing the responsibility placed on the Board of Directors to understand and fulfill their fiduciary duties, as outlined in the articles of incorporation and bylaws. This has led to some technological innovation within the industry including an expanded use of board portals to create new ways to communicate and share information about programs and the financial condition of these organizations. The purpose of a board portal is to support board communications and board workflows in a manner that is both secure and easily accessed by the members. Dwelling Place began using a web based, board portal several years ago.

FEATURES OF THE DWELLING PLACE BOARD PORTAL

Dwelling Place's board portal was custom built for our website. It incorporates the following features and accessibility:

- **Password protected security:** Due to the sensitive nature of board information, security and confidentiality is critical. Access to the Dwelling Place Board portal is limited to current Board members and certain key staff within the organization such as the Assistant to the CEO and officers within the corporation.
- **Online accessibility:** Board members can review documents or communicate with other board members at any time, even when they are on the road.
- **Offline accessibility:** Board members can download documents to their computer for offline review with the condition that documents of a sensitive nature should not be shared outside of the Board without permission from the Board.
- **Access to Board and Committee packets:** Board members can quickly access files for current and past board and committee meetings including agendas, minutes and other documents.
- **Access to Meeting Minutes and Financial Statements:** Board members can quickly access meeting minutes and financial statements by date to avoid the need to sort through meeting packets.
- **Dashboards of Key Performance Indicators:** Organizational performance can be easily tracked through the use of dashboard reports maintained over time in one location.
- **Data Retention:** The board portal contributes to compliance and alignment with data retention policies mandated by statute or regulation and improves board access to information collected over time for future reference.
- **Access to Key Organizational Policies and Legal documents:** Board members can easily access key organizational documents such as articles of incorporation, by laws, 501c3 documentation, etc. in one location.

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- Orientation and Tutorial Materials: Board members can access in depth orientation and tutorial information from the Board Portal including brief video vignettes about programs and projects.
- User Directory: Board members can access the contact information of other board members when there is a need for communication or collaboration.

PROTOCOL FOR ADDING INFORMATION TO THE BOARD PORTAL

The Dwelling Place Board has established the following protocol for determining how information will be placed on the Board Portal.

- All legal documents related to the incorporation, formation, operations and tax exempt status of Dwelling Place shall be placed on the Board Portal. Older versions of amended documents shall be archived on the Board Portal for future reference.
- All Board Orientation Materials approved by the Governance Committee shall be placed on the Board Portal.
- The Annual Board Calendar, Board Membership List, Committee Membership Lists shall be placed on the Board Portal.
- All Board and Committee packets for the past 12 months shall be posted to the Board Portal. Materials distributed at Board or Committee meetings that were not part of the mailed packet shall be included only if action was required to be taken on that item or the Board or Committee Chairperson believes the item is substantive and requests that it be placed in the meeting packet on the board portal.
- In addition to their inclusion in the board packets, financial statements and meeting minutes will be placed in a separate location on the Board Portal to make it easier for Board Members to access this information by date.
- Information considered to be confidential and personal shall be managed in a manner consistent with existing statutes and regulations.
- To reduce the potential for clutter on the Board Portal, all other documents placed on the Board Portal must be deemed as useful to board governance functions and be approved for inclusion by one or more of the following means:
 - The Board of Directors requests that information be placed on the Board Portal.
 - A Standing Committee of the Board requests that information be placed on the Board Portal.
 - The CEO determines that information should be placed on the Board Portal.

