



BOARD MEMBER ORIENTATION HANDBOOK

Everything you need to know to get started as a SE Uplift Board Member

Congratulations on joining the SE Uplift board! Whether you are a new board member or a returning board member who has been serving your community for years, **we want to thank you for your time and dedication!**

This digital handbook provides an overview of the SE Uplift Neighborhood Coalition, what to expect as a SE Uplift board member, and requirements for your board service. Here you will also find our core governing documents and the best practices we follow pertaining to our policies and procedures.

Please review each item below then sign and return the required documents to Nanci Champlin, Executive Director, at nanci@seuplift.org.

THINGS TO READ

Getting Started

- [Welcome + Overview](#): Important information about what we do at SE Uplift to help you get started in your new role.

Key Organizational Documents

- [SE Uplift Articles of Incorporation](#) – The document that formed SE Uplift as an independent nonprofit corporation based in the State of Oregon.
- [SE Uplift Bylaws](#) – These are our governing documents; the rules by which we operate.
- [The ONI Standards](#) – The Office of Neighborhood Involvement (ONI)* Standards are the City’s regulations for Neighborhood Associations, Business District Associations, and District Coalitions to follow. *ONI is now the Office of Community & Civic Life.
- [SE Uplift’s 21-22 Grant Agreement](#) – SE Uplift is primarily funded through a contract with the City of Portland’s Office of Community & Civic Life. This bureau also funds the City’s six other district coalitions that provide services to Neighborhood Associations.
- [DEIA Statement](#) – Acknowledges that historical policies and practices have produced systemic inequities for under-represented, disenfranchised and marginalized communities which have resulted in harmful and unfair outcomes. This statement is SE Uplift’s commitment to correct that.

Policies and Procedures

- ❑ [Code of Conduct](#) – This Code of Conduct aligns with board members’ roles of serving as a liaison between SE Uplift and the community, and how we treat one another.
- ❑ [Conflict Resolution Policy](#) – The purpose of this policy is to outline a fair, transparent and equitable path toward resolving any conflicts involving SE Uplift decisions or with members of the board and to avoid the escalation of matters to a formal grievance.
- ❑ [Board Member Communications Policy](#) – What you need to know about speaking as/for the Board/SE Uplift.
- ❑ [Conflict of Interest Policy](#) – The purpose of this policy is to help the SE Uplift Board of Directors identify situations that present potential conflicts of interest and provide procedures to appropriately manage conflicts. (Also see what to sign and return below)
- ❑ [Financial Management Policies](#) – Defines the policies, procedures and practices around sound fiscal oversight of SE Uplift’s finances
- ❑ [Onboarding Process for Board Members](#) – The step-by-step for how SE Uplift seats board members
- ❑ [Equity Lens](#) – A tool SEUL staff and board volunteers use to evaluate decisions, activities and programming.
- ❑ [Board Agenda Requests](#) – How to get an item on the agenda for board meeting
- ❑ [Advocacy Request Process](#) – A primer on the step-by-step process we use to advance a request that SE Uplift take a stand on a topic.
- ❑ [Advocacy Request Review Matrix](#) – Examples, deadlines and process for preparing an advocacy request of the SE Uplift board.

THINGS TO REVIEW + SIGN

Please download [this file](#) to sign and return it to nanci@seuplift.org the SE Uplift. Electronic or hand signatures are accepted.

OTHER HELPFUL RESOURCES

- [Cultural Competency & Organizational Assessments](#) – An optional personal (private) self-assessment tool designed to help you explore your individual cultural competence. Its purpose is to prompt you to consider your skills, knowledge, and awareness of yourself in your interactions with others.
- [Guide to Nonprofit Board Service in Oregon](#) – This guide from the Oregon Department of Justice outlines Board members’ rights, roles, and responsibilities.

SE Uplift will work with you to schedule a time for an informal Orientation meeting where you will meet the SE Uplift leadership and any additional new board members and to get any questions that you may have answered. We look forward to seating you on the SE Uplift Board of Directors at a future board meeting!