



DIGITAL ONBOARDING HANDBOOK for the BOARD of DIRECTORS

Congratulations on joining the SE Uplift Neighborhood Coalition board!

Whether you are new, or a returning board member who has been serving your community for years, we want to thank you for your time and dedication to building informed, engaged and participatory communities that support the social and ecological well-being of everyone in our 20-neighborhood district!

This digital handbook provides an overview of the Southeast Uplift Neighborhood Coalition, and your responsibilities as a board member. Here you will also find our core governing documents and the best practices we follow through organizational policies and procedures.

THINGS TO REVIEW, SIGN + RETURN ASAP

Before you may be seated at a board meeting to start your term, please:

1. **Read this [Welcome + Overview](#)**, which provides an introduction to who we are and what we do. This will help get you started in your new role.
2. **Download, read and sign [this file](#)** which contains the SE Uplift Board Member Duties commitment, our Conflict of Interest Form, and our Diversity, Equity, Inclusion and Access (DEIA) Code of Ethics Commitments.
3. **Then return the signed docs** to Nanci Champlin, Executive Director, at nanci@seuplift.org and Lisa Sloan, Board Administrator at lsloan@ccintersections.com (Electronic or hand signatures are accepted.)

The materials linked on the next pages are key organizational documents and policies to guide you in your board service. Please read them and let us know if you have any questions. Lastly, please be sure to add nanci@seuplift.org to your safe sender list so you receive all board correspondence.

We look forward to working with you!

Dave Weaver
SE Uplift Board Chair
Kerns NA

Kat West
SE Uplift Vice Chair
Inner SE Action

Nanci Champlin
Executive Director
SE Uplift Neighborhood Coalition

THINGS TO READ

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 FY 23/24 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. Our programmatic scope of work is attached at the end.
- ❑ [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.

Board-Adopted Policies

- ❑ [Community Agreements](#) – Co-created by board members, these agreements outline how everyone is responsible for holding each other accountable to treating each other with kindness and respect.
- ❑ [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.
- ❑ [Equity Lens](#) – A tool SEUL staff and board volunteers use to evaluate decisions, activities, and programming.
- ❑ [Conflict Resolution Policy](#) – This policy outlines 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.

Procedures

- ❑ [The Legal Duty of Loyalty for Nonprofit Board Directors](#): These best practices from the Center for Nonprofit Law provide simple steps that board members can take to avoid a conflict of loyalty or conflict of interest under Oregon’s “Duty of Loyalty” requirement for all nonprofit board members.
- ❑ [Open Meeting Standards](#) – SE Uplift follows the open meeting standards outlined in the City of Portland’s “ONI Standards” document (above). This slide deck from a board training walks you through what this means.
- ❑ [Board Agenda Requests](#) – How to get an item on the agenda for a SE Uplift 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.

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.