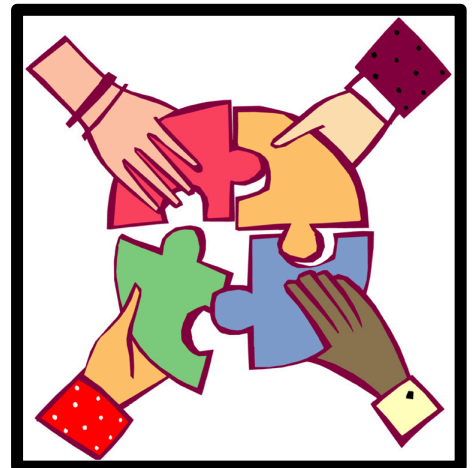


BECOMING A MORE FORMAL ORGANIZATION

If your group decides it wants to become a more formal organization, you will want to develop a Board of Directors and have a set of Bylaws.

- Decide how many Board Members you want? Will they be elected/appointed? How long can they serve? Etc.
- Hold an election of Officers from the Board membership (most of the time, the Officers are President, Vice President, Secretary, and Treasurer).
- Develop job descriptions for Board Members and for each Officer position.
- Develop mission statement – (you **MUST** have a mission statement if you plan to become a non-profit) – we suggest that you develop a vision statement at the same time, and work on your organization’s values.
 - **THE VISION** outlines what the organization wants to be, and/or how it wants the world in which it operates to be. (This can also be your group’s **PURPOSE**, which is required in your Articles of Incorporation in Iowa.)
 - **THE MISSION** defines the fundamental purpose of an organization, describing exactly why it exists and what it does to achieve its vision.
 - **THE VALUES** are beliefs that are shared among the members and stakeholders of the organization.
- Develop Bylaws – (you **MUST** have Bylaws if you plan to become a non-profit)
- Develop policies and procedures – include procedures for how you will be fiscally accountable with the funding you receive – as well as programmatically responsible in how you operate any programs you plan to do
- Develop a 1 to 3 years Strategic Plan, with goals for what you want to do and how you will accomplish what you want to do – what are your action steps?
- Develop a draft budget for what funding or in-kind donations you need to accomplish your strategic plan
- Develop a fundraising/grant writing plan for how you will raise money and/or get in-kind donations to fund the activities you have identified in your strategic plan.



(Graphic of four hands putting together a puzzle not available in Braille.)