

To: OCJP Subrecipients
From: William J. Scollon, Director 
Office of Criminal Justice Programs
Date: August 9, 2017
Subject: Non-Profit Board Member Training

Non-Profit Agencies 2017-01

In an effort to improve the connection between non-profit agencies and those serving on their boards, all non-profit board members of agencies funded by the Tennessee Office of Criminal Justice Programs (OCJP) are required to complete the Resource Sharing Project E-Learning Course for Board of Directors found at the [second link](#) below **no later than December 31, 2017**.

Board members generally do not manage the day-to-day activities of the non-profit agency, however, they do act as stewards of the agency and have certain fiduciary responsibilities under Tennessee law. Specifically, Tennessee law imposes the duties of good faith, loyalty and care. OCJP is instituting this requirement to insure that board members are aware of their responsibilities. To find more on the requirements specific to Tennessee non-profit boards, each board member should be given the [What Every Board Member Should Know Guidebook](#) written by the Tennessee Attorney General and Reporter Office and found at this link: <https://www.tn.gov/assets/entities/attorneygeneral/attachments/nonprofitguidebook.pdf>

From this point forward all new board members are required to complete this training **within three months of joining the agency's board**, as a part of their orientation.

The attached certification of completion should be signed by each board member and kept in the agency's grant files.

To access the online training, follow the steps listed below:

1. Paste this link in your browser and navigate to the page. <http://www.resource-sharingproject.org/e-learning-course-boards-directors>
2. Click on the link in the first paragraph that says online board orientation course.
3. Complete the short survey and continue to the training. The training consists of modules, and can be broken down over the course of time available. It takes approximately 3 hours to complete in its entirety.
 - a. Only the Tennessee Coalition to End Domestic and Sexual Violence board members must complete Module 1: Section 3, as it is tailored to statewide coalitions. All other non-profit board members are not required to complete Module 1: Section 3.
 - b. Only board members who are with non-profit agencies that receive OVW funding are required to complete Module 2: Section 3: 8.2.
4. After completing the training, board members are required to sign the Certificate of Completion that is attached to this memo and save the certification in the Agency's grant file.

If your agency has a standard board member training that includes the topics in the training above, OCJP will review your policy and training plan. Contact your program manager for more information on this process. Thank you in advance for your cooperation.

Resource Sharing Project E-Learning Course for Board of Directors
Board Member Certification of Training

Agency: _____

Board Member Name: _____

Date Board Member Joined Board: _____

Date online Board Member E-Learning Series completed: _____

Agency receives OVW funding and Board Member completed Module 2: Section 3: 8.2. YES NO

**Agency is Tennessee Coalition to End Domestic and Sexual Violence and Board Member completed
Module 1: Section 3 YES NO**

**I, the undersigned, certify that I have completed the online Board Member E-Learning Series
located at <http://www.resourcesharingproject.org/e-learning-course-boards-directors> and all
requirements as set forth in the above information provided.**

Signature: _____ **Date:** _____