

**MISSISSIPPI CENTER FOR NONPROFITS**



**Policies and Procedures**  
**CERTIFICATION**

Excellence in Action (EIA) is a core competencies certification program based on the Mississippi Center for Nonprofits (MCN) Principles and Practices for Nonprofit Management Excellence.

**ORGANIZATIONAL CERTIFICATION**

The following items must be completed for Organizational Certification:

- Online or mail-in registration is required for initial registration and attendance in each session including all types of sessions. See Policy 5 Registration
- Completion of FOCAS-2012 during orientation and at the Peer Review after complete attendance and participation
- Attendance and participation must be completed as outlined in the attached Memo of Participation and Policy 4 Attendance & Participation
- Organizations will be certified when the Peer Review process is complete and a minimum of the following individuals (either Option 1 or Option 2) complete the Attendance and Participation Policy:

**OPTION 1:**

- ✓ Executive Director
- ✓ Two Board Members--one Board Officer and one Board Member
- ✓ Optional—two other individuals (either staff, board or volunteer) may participate
- ✓ Credit for prior knowledge and/or experience will be granted and recorded for individuals that present accepted evidence of up-to-date continuing education in their chosen field. Contact Mary Ellen Calvert @ 228.896.4479 or [mcalvert.eia@gmail.com](mailto:mcalvert.eia@gmail.com) for more information.

**OPTION 2:**

- ✓ Executive Director--complete all ten (10) modules
  - ✓ Two Board Members including one (1) board officer split the completion of the modules in the following manner: the Board Officer completes five (5) required modules if taken in conjunction with another Board Member that completes the remaining five (5) modules. The required modules for the board officer are: Legal, Programmatic Effectiveness (Outcome Measurement), Board Governance, Financial Management (How To Read a Nonprofit Financial Statements), and Human Resources. This "50/50 Split" will count towards organizational certification if completed by both Board Members. However, individual certification can only be achieved if each Board Member completes all ten (10) modules.
  - ✓ Optional—two other individuals (either staff, board or volunteer) may participate
  - ✓ Credit for prior knowledge and/or experience will be granted and recorded for individuals that present accepted evidence of up-to-date continuing education in their chosen field. Contact Mary Ellen Calvert @ 228.896.4479 or mcalvert.eia@gmail.com for more information.
- Organizations will be certified when evidence is presented that shows evidence of nonprofit management excellence in selected policies, procedures, and/or processes as outlined in the session worksheets at the conclusion of each topic curriculum and reviewed by a Peer Review team. The Peer Review Checklist is attached. Organizations have eighteen (18) months from orientation to complete the attendance and Peer Review Process. Once complete, certification is valid for a period of three (3) years.
  - Re-certification can be accomplished by;
    - ✓ Demonstrating that the Executive Director, a Board Officer, and a Board Member have current EIA certification; and
    - ✓ The Re-certification Checklist is completed online and submitted to the Peer Review Team for review.
  - EIA certification permits the organization to:
    - ✓ display a logo signifying excellence in nonprofit management
    - ✓ include certification status to constituents, the public, funders, and other interested parties

## **INDIVIDUAL CERTIFICATION**

The following items must be completed for individual certification:

- Online or mail-in registration is required. See Policy 5 Registration
- Attendance and participation must be completed as outlined in the attached Memo of Participation and Policy 4 Attendance & Participation
- Credit for prior knowledge and/or experience will be granted and recorded for individuals that present accepted evidence of up-to-date continuing education in their chosen field. Contact Mary Ellen Calvert @ 228.896.4479 or mcalvert.eia@gmail.com for more information
- Once complete, certification is valid for a period of three (3) years. Re-certification can be obtained by showing evidence of 24 hours of nonprofit service (preferably on a board) in the three year period.
- As certified individuals join nonprofit organizations, said certification may be counted in the organizational certification process as listed above. (For example, someone with individual certification joins a nonprofit organization and is elected treasurer. He/she may use the existing individual certification and fulfill the Board Officer attendance certification requirement for organizational certification.)



### Memorandum of Participation and Registration

#### BACKGROUND

Pursuant to ethical and legal considerations that apply to nonprofits in the State of Mississippi, the Mississippi Center for Nonprofits has compiled Principles and Practices for Nonprofit Management Excellence. Mississippi nonprofits share a unique public trust as Mississippians routinely rank first in the nation in charitable contributions; upholding that public trust is one of the most important results of nonprofit management excellence. Therefore, the Mississippi Center for Nonprofits begins the Excellence in Action certification program based on the Principles and Practices.

#### PURPOSE

You are asked to sign this Memorandum of Participation in order that all parties understand and agree on the terms set below.

- Complete and adhere to a Memorandum of Participation outlining attendance, certification requirements, confidentiality, and other programmatic agreements
- Maximum attendance from each organization will be five (5) board and staff combined with the following required to participate: the Executive Director and two Board members--a Board officer and a Board member. The additional positions can be filled with the organization's choice of board, staff members or volunteers.
- In consideration of participation, a fee of \$25 (members) or \$50 (future members) per organization will be collected.

#### REGISTRATION—Participant Detail

Name: \_\_\_\_\_ Position Title in Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

#### APPLICATION--Organizational Detail

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Organizational Contact Name: \_\_\_\_\_

Organizational Contact Email: \_\_\_\_\_

Annual Budget: \_\_\_\_\_ Funding sources: \_\_\_\_\_

PERIOD OF PERFORMANCE

Within a twelve (12) month period, you agree to complete the requirements listed below.

RESPONSIBILITIES (Initial each)

- Attend a two (2) hour orientation (\_\_\_\_)
- Attend three (3) workshops (2-3 hours each) (\_\_\_\_)
- Complete four (4 ) online classes (\_\_\_\_)
- View three (3) one-hour recorded webinars (\_\_\_\_)
- The 50/50 split for Board Officer and Board Member, if applicable (\_\_\_\_),(\_\_\_\_)

CERTIFICATION-Individual

- At the completion of the Excellence in Action Program, you will receive a CERTIFICATE OF COMPLETION for the course work.

CERTIFICATION-Organization

- The following board **AND** staff must show Certificate of Completion
  - ✓ Executive Director
  - ✓ Two Board Members including one (1) board officer--complete five (5) required modules if taken in conjunction with another board member that completes the remaining five (5) modules. The required modules for the board officer are: Legal, Programmatic Effectiveness (Outcome Measurement), Board Governance, Financial Management (How To Read a Nonprofit Financial Statements), and Human Resources.
  - ✓ Two additional board members, staff or volunteers chosen by the organization
- At the completion of the Peer Review Process, your organization will receive an EIA CERTIFICATE OF EXCELLENCE if all submitted items are concluded by peer review to fulfill intended requirements for certification. This EIA CERTIFICATE OF EXCELLENCE signifies that the Mississippi Center for Nonprofits recognizes that your organization has demonstrated excellence in nonprofit management to your stakeholders, the public trust, and funders.

By signing below, I attest that I have reviewed the Memorandum of Participation and that the above information is current and accurate as of the signature date. I further agree that I will adhere to the guidelines, policies, and requirements for the Excellence in Action (EIA) program of the Mississippi Center for Nonprofits. I hereby give permission to the Mississippi Center for Nonprofits (MCN) to use my name and photographic likeness, as well as testimonials given, in all forms of media for advertising, media releases and other lawful purposes as MCN sees fit. I also agree to participate in any data collection sampling conducted by MCN at the conclusion of my participation in the EIA program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: App Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Org Code: \_\_\_\_\_