

**ONS NATIONAL OFFICE
BOARD LENDING LIBRARY**

(CURRENT HOLDINGS AS OF OCTOBER 2006)

Accountability (see Role of the Board)

Advisory Panels

American Bar Association (Section of Business Law): *Guidebook for Directors of Nonprofit Corporations*, ed. George W. Overton (Chicago, IL: American Bar Association 1993).

Axelrod, Nancy R.: *Creating and Renewing Advisory Boards: Strategies For Success - #9* (Washington, D.C.: National Center for Nonprofit Boards, 1990).

Hardy, James M.: *Developing Dynamic Boards A Proactive Approach to Building Nonprofit Boards of Directors* (Erwin, TN: Essex Press, 1990).

Appraisals (see Evaluation)

Audiotapes

American Society of Association Executives (Finance & Administration Section): *Leadership Skills for Association Professionals* (Washington, D.C.: ASAE, 2000). { Audiotape }

Jossey-Bass Audio Programs: *Building An Effective Nonprofit Board: Creating a Cohesive, Knowledgeable, and Committed Governing Board* (San Francisco, CA: National Center for Nonprofit Boards). { Audiotapes }

National Center for Nonprofit Boards: *Oversight or Interference?* Axelrod, Nancy R.; Hesselbein, Frances; Lewis, Robert L., Tempel, Eugene R. (Elkridge, MD: Chesapeake Audio/Video Communications, Inc., 1994). { Audiotape }

National Center for Nonprofit Boards: *Going For The Juggler/The Life of the CEO [Keynote Address, '94 National Leadership Forum*, A. Bryant (Elkridge, MS: Chesapeake Audio/Video Communications, Inc., 1994). { Audiotape }

National Center for Nonprofit Boards: *The Executive Director and the Board/Forging a Strong Partnership [Keynote Address, '94 National Leadership Forum]*, Bowen (Elkridge, MD: Chesapeake Audio/Video Communications, Inc., 1994). { Audiotape }

Benchmarking

Camp, Robert C.: *Business Process Benchmarking: Finding and Implementing Best Practices* (Milwaukee, WI: ASQ Quality Press, 1995).

BoardSource Governance Series (formerly National Center for Nonprofit Boards)

- Chait, Richard P.: *How to Help Your Board Govern More and Manage Less - #8* (Washington, D.C.: BoardSource, 2003).
- Dambach, Charles F.: *Structures and Practices of Nonprofit Boards - #3* (Washington, D.C.: BoardSource, 2003).
- Gale, Robert L.: *Leadership Roles in Nonprofit Governance - #9* (Washington, D.C.: BoardSource, 2003).
- Grace, Kay Sprinkel: *The Nonprofit Board's Role in Setting and Advancing the Mission - #6* (Washington, D.C.: BoardSource, 2003).
- Greenfield, James M.: *Fundraising Responsibilities of Nonprofit Boards - #4* (Washington, D.C.: BoardSource, 2003).
- Hopkins, Bruce R.: *Legal Responsibilities of Nonprofit Boards - #5* (Washington, D.C.: BoardSource, 2003).
- Ingram, Richard T.: *Ten Basic Responsibilities of Nonprofit Boards - #1* (Washington, D.C.: BoardSource, 2003).
- Lang, Andrew S.: *Financial Responsibilities of Nonprofit Boards - #2* (Washington, D.C.: BoardSource, 2003).
- Yankey, John A. and McClellan, A.: *The Nonprofit Board's Role in Planning and Evaluation - #7* (Washington, D.C.: BoardSource, 2003).

Certified Association Executive (CAE)

- American Society of Association Executives: *CAE Examination Preparation Guide* (Washington, D.C.: ASAE, 1999).
- American Society of Association Executives: *Principles of Association Management* (Washington, D.C.: The American Society of Association Executives, 1996).
- American Society of Association Executives: *Professional Practices in Association Management* (Washington, D.C.: ASAE, 1997).
- Ernstthal, Henry L.: *Principles of Association Management*, fourth edition (Washington, D.C.: American Society of Association Executives, 2001).
- Jacobs, Jerald A.: *Association Law Handbook*, third edition. (Washington, D.C.: American Society of Association Executives, 1996).

Change (see Transitions)

Chapters

- American Society of Association Executives: *Fundamentals of Association Management - Chapters* (Washington, D.C.: ASAE, 1982).

American Society of Association Executives: *Professional Practices in Association Management* (Washington, D.C.: ASAE, 1997).

Committees

American Bar Association (Section of Business Law): *Guidebook for Directors of Nonprofit Corporations*, ed. George W. Overton (Chicago, IL: American Bar Association 1993).

American Bar Association (Section of Business Law): *Nonprofit Governance: The Executive's Guide*, eds. Victor Futter and George W. Overton (Chicago, IL: American Bar Association, 1997).

American Society of Association Executives: *Fundamentals of Association Management - The Volunteer* (Washington, D.C.: ASAE, 1982).

American Society of Association Executives: *Getting Involved: The Challenge of Committee Participation* (Washington, D.C.: ASAE, 1980). 8-page guide.

American Society of Association Executives: *Principles of Association Management* (Washington, D.C.: The American Society of Association Executives, 1996).

Carver, John: *Boards That Make A Difference: a New Design for Leadership in Nonprofit and Public Organizations* (San Francisco: Jossey-Bass, 1990 and 1997).

Carver, John: *Reinventing Your Board: a Step-By-Step Guide to Implementing Policy Governance* (San Francisco, CA: Jossey-Bass, 1997).

Chait, Richard P., Holland, Thomas P. and Taylor, Barbara E.: *Improving the Performance of Governing Boards* (Phoenix, AZ: Oryx Press, 1996).

Dunlop, James J.: *Leading The Association: Striking the Right Balance Between Staff and Volunteers* (Washington, D.C.: American Society of Association Executives, 1989).

Ernstthal, Henry L.: *Principles of Association Management*, fourth edition (Washington, D.C.: American Society of Association Executives, 2001).

Hirzy, Ellen Cochran: *Nonprofit Board Committees: How to Make Them Work* (Washington, D.C.: National Center for Nonprofit Boards, 1993).

Conflict of Interest (also see Legal Issues)

American Bar Association (Section of Business Law): *Nonprofit Governance: The Executive's Guide*, eds. Victor Futter and George W. Overton (Chicago, IL: American Bar Association, 1997).

American Society of Association Executives: *Principles of Association Management* (Washington, D.C.: The American Society of Association Executives, 1996).

Andringa, Robert C. and Engstrom, Ted W.: *Nonprofit Board Answer Book: Practical Guidelines for Board Members and Chief Executives* (Washington, D.C.: National Center for Nonprofit Boards, 1997).

Andringa, Robert C. and Engstrom, Ted W.: *Nonprofit Board Answer Book II: Beyond the Basics* (Washington, D.C.: BoardSource, 2002).

Dambach, Charles F., Tessier, Oliver and Weisman, Carol E.: *Business Professional's Guide to Nonprofit Board Service* (Washington, D.C.: BoardSource, 2002).

Kurtz, Daniel L.: *How to Manage Conflicts of Interest A Guide for Nonprofit Boards* (Washington, D.C.: National Center For Nonprofit Boards, 1995).

Kurtz, Daniel L.: *Managing Conflicts of Interest: Practical Guidelines for Nonprofit Boards* (Washington, D.C.: National Center For Nonprofit Boards, 2001). Includes diskette.

Directors (see Executive Directors)

Evaluation

Alvarado, Donna [et al.]: *The President's Book : Experiencing the Essentials with Six Board Presidents* (Columbus, OH: Academy of Leadership and Governance, 2001).

American Society of Association Executives: *Executive Director Performance Evaluation* (Washington, D.C.: ASAE, circa 1987).

American Society of Association Executives: *Performance Evaluation: A Manual of Procedures for the Association Executive's Self-Evaluation* (Washington, D.C.: ASAE, 1970).

American Society of Association Executives: *Performance Evaluation [Information Background Kit]* (Washington, D.C.: ASAE, 1993).

Cain Consulting Group: *The Executive Evaluation Kit* (Hawarden, IA : Cain Consulting Group, 1999).

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Chait, Richard P., Holland, Thomas P. and Taylor, Barbara E.: *Improving the Performance of Governing Boards* (Phoenix, AZ: Oryx Press, 1996).

Collected Articles and Other Materials on Executive Director Evaluation (collected materials, such as handouts and outlines, from various sources collected in an ONS folder).

DeCicco, Anne L.: *Achieving Excellence in Association Governance* (Washington, D.C.: American Society of Association Executives, 1996).

Dorsey, Eugene C.: *The Role Of The Board Chairperson - #11* (Washington, D.C.: National Center for Nonprofit Boards, 1992).

Drucker, Peter F.: *The Five Most Important Questions You will Ever Ask About Your Nonprofit Organization* (San Francisco, CA: Jossey-Bass Publishers, 1993). [Participant's Workbook].

Felton, Barbara: *Review and Evaluation of Staff Performance [Professional Development Seminar]* (Committee on House Administration, Office of Management Services, 1981).

- Hardy, James M.: *Developing Dynamic Boards A Proactive Approach to Building Nonprofit Boards of Directors* (Erwin, TN: Essex Press, 1990).
- Holland, Thomas P. and Blackmon, Myra: *Measuring Board Effectiveness: A Tool for Strengthening Your Board* (Washington, D.C.: National Center for Nonprofit Boards, 2000).
- Houle, Cyril O.: *Governing Boards* (Washington, D.C.: National Center for Nonprofit Boards, 1989).
- Howe, Fisher: *Welcome to the Board: Your Guide to Effective Participation* (San Francisco, CA: Jossey-Bass Publishers, 1995).
- Hudson Institute, A Report by: *The Value of Associations to American Society* (Washington, D.C.: American Society of Association Executives, 1990).
- Hughes, Sandra R., Lakey, Berit M. and Bobowick, Marla J.: *The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members* (Washington, D.C.: National Center for Nonprofit Boards, 2000). Includes diskette.
- Ingram, Richard T.: *Ten Basic Responsibilities of Nonprofit Boards - #1* (Washington, D.C.: National Center For Nonprofit Boards, 1999).
- Kirkpatrick, Donald L.: *How to Improve Performance through Appraisal and Coaching* (New York, NY: American Management Association, 1982).
- Nason, John W.: *Board Assessment Of The Chief Executive: A Responsibility Essential To Good Governance - #4* (Washington, D.C.: National Center for Nonprofit Boards, 1990).
- National Center for Nonprofit Boards: *Blueprint for Success: A Guide to Strategic Planning for Nonprofit Board Members*. With Maria Shriver (Washington, D.C.: National Center for Nonprofit Boards, 1997). { Videotape and User's Guide }
- Palmer, Margaret J.: *How to Plan and Conduct Productive Performance Appraisals* (Watertown, MA: American Management Association, n.d.).
- Szanton, Peter. *Board Assessment Of The Organization: How Are We Doing? - #14* (Washington, D.C.: National Center for Nonprofit Boards, 1992).
- Wyatt Data Services: *Exhibit Book of Performance Management Programs* (Rochelle Park, NJ: Wyatt, 1993).
- Yankey, John A. and McClellan, A.: *The Nonprofit Board's Role in Planning and Evaluation - #7* (Washington, D.C.: BoardSource, 2003).

Executive Directors

- Alvarado, Donna [et al.]: *The President's Book : Experiencing the Essentials with Six Board Presidents* (Columbus, OH: Academy of Leadership and Governance, 2001).
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- American Society of Association Executives: *Moving Forward: Providing Leadership as the Chief Elected Officer* (Washington, D.C.: ASAE, 1980). 5-page guide.
- Aspen Publishers Inc.: *Board Member Manual – 1998 and 1994 editions* (Frederick, MD: Aspen Publishers, Inc.).
- Cain Consulting Group: *The Executive Evaluation Kit* (Hawarden, IA : Cain Consulting Group, 1999).
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- Eadie, Douglas C: *The Extraordinary CEO* (Washington, D.C.: American Society of Association Executives, 1999).
- Gilmore, Thomas N.: *Finding and Retaining Your Next Chief Executive: Making the Transition Work - #16* (Washington, D.C.: National Center for Nonprofit Boards, 1992).
- Lascell, David M. and Jensen, Cary M.: *Bridging The Gap Between Nonprofit And For-Profit Board Members - #13* (Washington, D.C.: National Center for Nonprofit Boards, 1992).
- Moyers, Richard L...: *The nonprofit chief executive's ten basic responsibilities* (Washington, D.C.: BoardSource, 2006).
- Nason, John W.: *Board Assessment Of The Chief Executive: A Responsibility Essential To Good Governance - #4* (Washington, D.C.: National Center for Nonprofit Boards, 1990).
- National Center for Nonprofit Boards: *Executive Compensation: Establishing Appropriate Compensation for chief executives of Nonprofit Organizations*, special issue of *Board Member*, vol. 2, no. 5 (September 1993).
- National Center for Nonprofit Boards: *Oversight or Interference?* Axelrod, Nancy R.; Hesselbein, Frances; Lewis, Robert L., Tempel, Eugene R. (Elkridge, MD: Chesapeake Audio/Video Communications, Inc., 1994). {Audiotape}
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Financial Issues

- American Bar Association (Section of Business Law): *Nonprofit Governance: The Executive's Guide*, eds. Victor Futter and George W. Overton (Chicago, IL: American Bar Association, 1997).

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- American Society of Association Executives: *Evaluating and Generating Nondues Income* (Washington, D.C.: ASAE, 1998).
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- Battle, Richard V.: *The Volunteer Handbook How to Organize and Manage a Successful Organization* (Houston, TX: D. Armstrong Co., Inc., 1988).
- Carver, John: *Reinventing Your Board: a Step-By-Step Guide to Implementing Policy Governance* (San Francisco, CA: Jossey-Bass, 1997).
- Connors, Tracy Daniel (Ed.). *The Nonprofit Handbook: Management*, third edition (New York: J. Wiley, 2001).
- Dalsimer, John Paul: *Understanding Nonprofit Financial Statements: A Primer For Board Members - #8* (Washington, D.C.: National Center for Nonprofit Boards, 1992).
- Ernstthal, Henry L.: *Principles of Association Management*, fourth edition (Washington, D.C.: American Society of Association Executives, 2001).
- Godfrey, Howard: *Handbook On Tax-Exempt Organizations* (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1983).
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- La Piana, David: *Nonprofit Mergers - The Board's Responsibility to Consider the Unthinkable* (Washington, D.C.: National Center for Nonprofit Boards, 1994).

Lang, Andrew S.: *Financial Responsibilities of Nonprofit Boards - #2* (Washington, D.C.: BoardSource, 2003).

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Seeley, James. *The Legal Guide for Association Board Members* (Marina Del Rey, CA: Schneider Publishing Company, 1995).

Tremper, Charles and Babcock, George. *The Nonprofit Board's Role In Risk Management: More Than Buying Insurance - #5* (Washington, D.C.: National Center for Nonprofit Boards, 1992).

Waldo, Charles N.: *A Working Guide for Directors of Not-for-Profit Organizations* (New York, NY: Quorum Books, 1986).

Foundations

American Bar Association (Section of Business Law): *Nonprofit Governance: The Executive's Guide*, eds. Victor Futter and George W. Overton (Chicago, IL: American Bar Association, 1997).

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Richards, Randall R.: *How to Build an Effective Board* (Washington, D.C.: American Society of Association Executives, 1997).

Fund Raising

Alvarado, Donna [et al.]: *The President's Book : Experiencing the Essentials with Six Board Presidents* (Columbus, OH: Academy of Leadership and Governance, 2001).

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- Association Volunteers Build a Better World*, Supplement for Volunteer Leaders (Washington, D.C.: ASAE, 1995).
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- Gaby, Patricia V. and Gaby, Daniel M.: *Nonprofit Organization Handbook: A Guide to Fund Raising, Grants, Lobbying, Membership Building, Publicity and Public Relations* (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1982).
- Greenfield, James M. (Ed.). *The Nonprofit Handbook: Fund Raising*, third edition (New York: J. Wiley, 2001).
- Hardy, James M.: *Revitalizing Your Board of Directors: a Q&A Guide to Getting the Most From Your Nonprofit Board* (Medfield, MA: Emerson & Church Publishers, 1996).
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- Lansdowne, David: *Fund Raising Realities Every Board Member Must Face: a 1-Hour Crash Course on Raising Major Gifts for Nonprofit Corporations* (Medfield, MA: Emerson & Church, 1997).
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of Nonprofit Boards (Washington, D.C.: National Center for Nonprofit Boards, 1994). {videocassette and users guide}

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Weisman, Carol: *Secrets of Successful Boards: The Best from the Non-Profit Pros.* (St. Louis: F.E. Robbins & Sons, 2001).

Future

American Society of Association Executives: *Building a Knowledge-Based Culture* (Washington, D.C.: ASAE, 1997).

American Society of Association Executives: *Leadership - The Strength of a Nation, Association Volunteers Build a Better World*, Supplement for Volunteer Leaders (Washington, D.C.: ASAE, 1995).

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Block, Peter: *Stewardship Choosing Service Over Self-Interest* (San Francisco, CA: Berrett-Koehler, 1993).

Bridges, William: *Jobshift: How to Prosper in a Workplace Without Jobs* (Reading, MA: Addison-Wesley Publishing Company, 1994).

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Governance (see Role of the Board)

Government

American Society of Association Executives: *Principles of Association Management* (Washington, D.C.: The American Society of Association Executives, 1996).

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Drucker, Peter F.: *The New Realities: In Government and Politics/In Economics and Business/In Society and World View* (New York, NY: Harper & Row, Publishers, 1990).

Mayer, Deborah K. (Ed.): *Seminars in Oncology Nursing: Cancer Policy and Politics* (Philadelphia: W.B. Saunders, 2002). The November 2002 issue in its entirety, it includes articles such as "Professional organizations and their role in advocacy" by Paula Trahan Rieger and Pearl Moore.

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