


Wed. 6/18/18 - WORKGROUP #3
Strengthening Board Performance
 Glenda Hicks, CPA and Jan Serak, MA

STRENGTHENING PARENT CENTER CAPACITY



Agenda for This Afternoon

- What Keeps You Up at Night?
- Board Self-Assessment
- Self-Assessment Reflection
- Intro Board PD Tool Kits
- Deep Dive into Modules
- PD Plan
- Revisit Board Experiences


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What Keeps You Up at Night?




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Board Self-Assessment

1. Board-Staff Roles
2. Policy-making
3. Fiscal Management
4. Fundraising
5. Board Structure
6. Board Committees
7. Board Meetings
8. Board/ED Relationship
9. Monitoring & Evaluation
10. External Relations




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Self-Assessment Reflection

- Any "A Ha" Moments?



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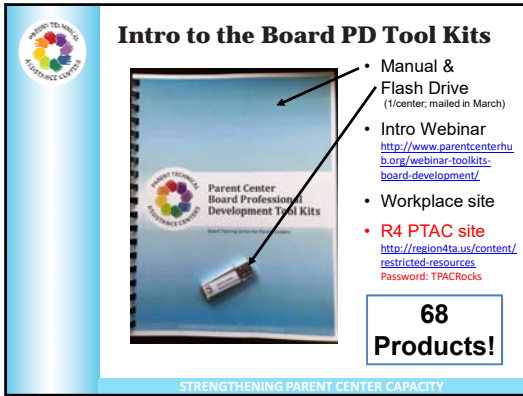


Sample Board Assessment – Scoring Sheet

Category/Item	Not Done	Done	Not Done	Done	Not Done	Done	Not Done	Done
1. Board-Staff Roles								
2. Policy-making								
3. Fiscal Management								
4. Fundraising								
5. Board Structure								
6. Board Committees								
7. Board Meetings								
8. Board/ED Relationship								
9. Monitoring & Evaluation								
10. External Relations								
Total Score for each Tool Kit								
Average Score								

**RPTAC scores Columns 1 & 3
 YOU calculate Columns 5 & 6**

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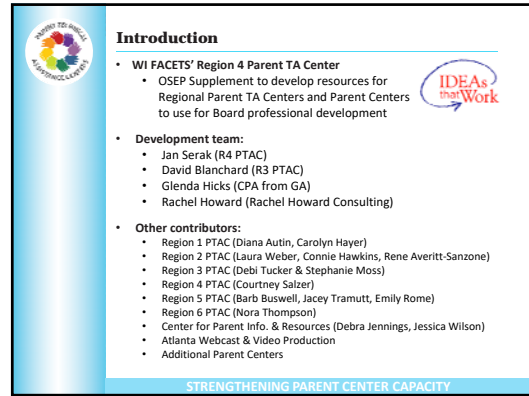


Intro to the Board PD Tool Kits

- Manual & Flash Drive (1/center; mailed in March)
- Intro Webinar <http://www.parentcenterhub.org/webinar-toolkits-board-development/>
- Workplace site
- R4 PTAC site <http://region4ta.us/content/restricted-resources>
Password: TPACRocks

68 Products!

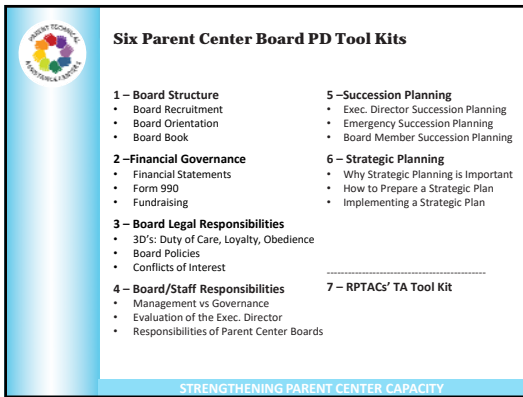
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Introduction

- WI FACETS' Region 4 Parent TA Center
 - OSEP Supplement to develop resources for Regional Parent TA Centers and Parent Centers to use for Board professional development
- Development team:
 - Jan Serak (R4 PTAC)
 - David Blanchard (R3 PTAC)
 - Glenda Hicks (CPA from GA)
 - Rachel Howard (Rachel Howard Consulting)
- Other contributors:
 - Region 1 PTAC (Diana Autin, Carolyn Hayer)
 - Region 2 PTAC (Laura Weber, Connie Hawkins, Rene Averitt-Sanzone)
 - Region 3 PTAC (Debi Tucker & Stephanie Moss)
 - Region 4 PTAC (Courtney Salzer)
 - Region 5 PTAC (Barb Buswell, Jacey Tramutt, Emily Rome)
 - Region 6 PTAC (Nora Thompson)
 - Center for Parent Info. & Resources (Debra Jennings, Jessica Wilson)
 - Atlanta Webcast & Video Production
 - Additional Parent Centers

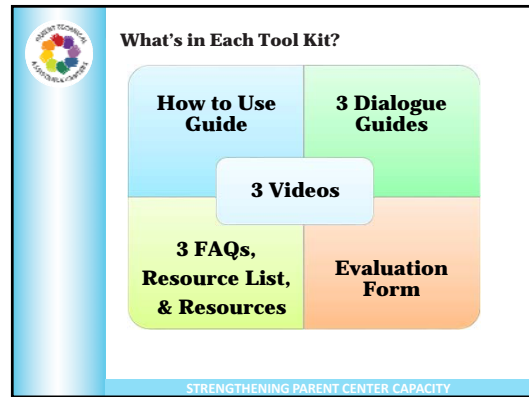
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Six Parent Center Board PD Tool Kits

- 1 – Board Structure**
 - Board Recruitment
 - Board Orientation
 - Board Book
- 2 – Financial Governance**
 - Financial Statements
 - Form 990
 - Fundraising
- 3 – Board Legal Responsibilities**
 - 3D's: Duty of Care, Loyalty, Obedience
 - Board Policies
 - Conflicts of Interest
- 4 – Board/Staff Responsibilities**
 - Management vs Governance
 - Evaluation of the Exec. Director
 - Responsibilities of Parent Center Boards
- 5 – Succession Planning**
 - Exec. Director Succession Planning
 - Emergency Succession Planning
 - Board Member Succession Planning
- 6 – Strategic Planning**
 - Why Strategic Planning is Important
 - How to Prepare a Strategic Plan
 - Implementing a Strategic Plan
- 7 – RPTACs' TA Tool Kit**

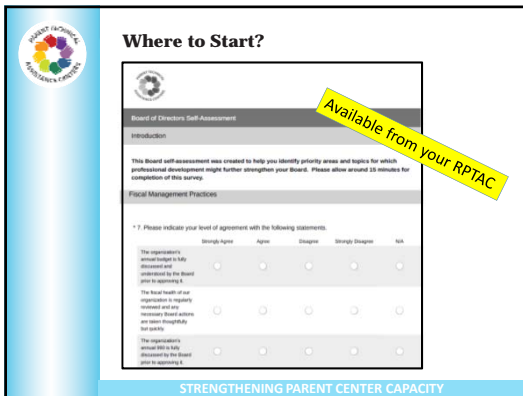
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What's in Each Tool Kit?

- How to Use Guide
- 3 Dialogue Guides
- 3 Videos
- 3 FAQs, Resource List, & Resources
- Evaluation Form

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Where to Start?

Available from your RPTAC

Board of Directors Self-Assessment

Introduction

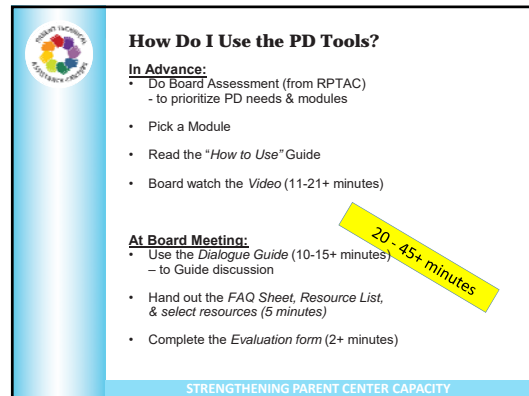
This Board self-assessment was created to help you identify priority areas and topics for which professional development might further strengthen your Board. Please allow around 15 minutes for completion of this survey.

Fiscal Management Practices

17. Please indicate your level of agreement with the following statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The organization's management is fully discussed and fully understood by the Board prior to approving it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Board meets or staff organization is regularly notified and any necessary Board action is taken immediately for quality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The organization's annual RPTAC is fully discussed by the Board prior to approving it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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How Do I Use the PD Tools?

In Advance:

- Do Board Assessment (from RPTAC)
 - to prioritize PD needs & modules
- Pick a Module
- Read the "How to Use" Guide
- Board watch the Video (11-21+ minutes)

At Board Meeting:

- Use the *Dialogue Guide* (10-15+ minutes)
 - to Guide discussion
- Hand out the *FAQ Sheet, Resource List, & select resources* (5 minutes)
- Complete the *Evaluation form* (2+ minutes)

20 - 45+ minutes

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TK#1 – HOW TO USE Guide

TOOL KIT #1 BOARD STRUCTURE

How to Use Tool Kit #1

This is the first of six Tool Kits in a series developed for OSEP Parent Training and Information Centers and Community Parent Resource Centers to ensure sound nonprofit governance practices. This Tool Kit addresses Board Structure, Board Recruitment, Board Orientation, and the Board Book. Each topic includes:

- a short video that you can stream anywhere you have an internet connection
- a Dialogue Guide (a series of slides with thought-provoking questions meant to prompt discussion/reflection on a board)
- a FAQ (some of the most common questions that all Board members have about the topic),
- a Resource List (great web-based resources on the topic area)

You can use these materials selectively to meet the specific needs and interests of your Parent Center. Here is one suggested plan for using the materials with your board:

- Plan 40-45 minutes on your Board agenda;
- Show the video first (most are 10-15 minutes);
- Use the Dialogue Guide next (10-15 minutes). You can either use the Dialogue Guide as a starting point for all to use and/or print hand copies. The Dialogue Guide is intended to guide a short discussion about the subject of the ideas from the video to your own center;
- Next, distribute the FAQ Sheet and Resource List (5 minutes). Both resources can be a "take home" for your board and important supplementary materials. If time permits, they can be reviewed with the Board professional development. Or, select 2-3 Resources off the list that really speak to you and share;
- Finally, use the Evaluation form (5 minutes).

If you would like more details, the chart that follows below briefly describes each product in the three Tool Kit #1 topic areas. Also included is a time estimate for each product and suggestions for optional materials to use during the Board professional development.

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First - Review the "How to Use" Guide

TK#1 – HOW TO USE Guide

Topic area	Product	Description	Time Needed	Optional Materials
BOARD RECRUITMENT	Video	This video (https://youtu.be/Vo7Ew1QB4Lk) outlines reasons why recruitment is critical, characteristics of an ideal member, and how recruitment relates to the 10 Basic Responsibilities of all boards. The video outlines a 3-step recruitment process including creating goals, using local resources to recruit new members, and cultivating candidates.	17 minutes	Internet connection
	Dialogue Guide	This Guide includes a series of PowerPoint slides that follow the video content with thought-provoking questions meant to prompt board discussion/reflection on the topic. "Discussion" can be written exercises, small group conversations, or other activities.	10 - 15+ minutes	Paper and pens/markers and white board or chart paper/poster board
	FAQ	The FAQ addresses special considerations for Parent Center Boards, including compliance requirements.	NA	NA
	Resource List	Links and resources to hand out or use selectively.		

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Description of content, time, and other materials needed

TK#1 - Board Recruitment - VIDEO

<https://youtu.be/Vo7Ew1QB4Lk>



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Watch the Video

TK#1 - Board Recruitment – DIALOGUE GUIDE



Slide #1: Welcome and Introduction

Procedural Directions:

- Laptop computer (equipped with PowerPoint software)
- Speakers that are able to project the video sound adequately.
- Projector
- Memory stick with the PowerPoint presentation & video (in case you can't get on the internet)
- White board or flip chart/paper, markers, paper, pens
- Printed version of the Board Recruitment Dialogue Guide (see speaker notes for your own use)
- Handful copies of select handouts for participants (Board Recruitment Dialogue Guide 2/pager, FAQ, Resource List, Evaluation form)
- Plan 40-45 minutes on your Board agenda (video 17 minutes, Dialogue Guide 10-15 minutes), FAQ & Resource List (5 minutes), Evaluation (5 minutes).

Presenter Notes:

- Hello and welcome to this professional development module on the Board Recruitment.
- The purpose of this module is to understand reasons why recruitment is critical to a Board.
- We will first watch a 17 minute video that addresses the characteristics of an ideal Board member, how recruitment relates to the 10 Basic Responsibilities of all Boards, and the 3-step recruitment process.

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Next - Read the Dialogue Guide notes

TK#1 - Board Recruitment - FAQ

TOOL KIT #1 BOARD STRUCTURE

FAQ - RECRUITMENT

1. What are special considerations for Parent Center Board recruitment?

The IDEA requires that a PTI or CPRC must be a parent-led organization that has a Board of directors, the majority of which must consist of parents of children with disabilities from birth to age 26 with disabilities. The Board must also include individuals with disabilities and individuals working in the fields of special education, related services, and/or early intervention. The parent and professional members of the Board must be broadly representative of the population to be served, including low-income parents and parents of English learners.

2. How do Parent Center requirements affect the basic responsibilities of Board members?

In addition to the general responsibilities all nonprofit Boards share, Parent Center Boards are responsible to review progress toward goals quarterly, and assure that the organization:

- performs all the work outlined in the federal application,
- makes progress toward goals,
- maintains effective Board composition,
- reflects work done in the annual OSEP continuation report, which is signed by the Board Chair, and
- does drawdowns of federal funds that are appropriate and reflect activities.

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Next -FAQ handout

TK#1 - Board Recruitment - FAQ

TOOL KIT #1 BOARD STRUCTURE

FAQ - RECRUITMENT

1. What are special considerations for Parent Center Board recruitment?

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Next -FAQ handout

TK#1 - Board Recruitment – RESOURCE LIST

**TOOL KIT #1
BOARD STRUCTURE**

Resource List

This Resource List for Tool Kit #1 includes great web-based and PDF handouts on all aspects of Board Recruitment, Board Orientation, and the Board itself that comprise this Toolkit. The Resource List includes resources that you can use selectively to meet the professional development and the specific needs of your own Parent Center. Here are several ways to use the Resource List:

- Identify resources to use during the Dialogue Guide discussion.
- Provide handouts of 1 or 2 resources from the Resource List that really speak to you for your Parent Center.
- Provide copies of the online Resource List as a "take home" for your Board members.

All PDF handouts on the Resource List will be made available in a central repository for Boards and Directors to access. Permission to reprint has been obtained for all copyrighted documents.

TOPIC AREA	Resource	Description	File Name OR WEB LINK	Source
BOARD RECRUITMENT	Web page for building a successful board	Discussion of professional development	all_tool_kit_1_workshops	www.strengthenparentcenter.org
	Parent Center Board building matrix	building an effective nonprofit board	PCBB_BuildingMatrixForBoard	www.strengthenparentcenter.org
	Parent Center Board building matrix	A sample matrix that lists specific and role of board members in order to identify gaps	BoardBuildingMatrixForBoard	www.strengthenparentcenter.org
	What is the best size for your board	Article describing issues related to determining the size of your board	BoardSize	Council on Public Affairs
BOARD RECRUITMENT	A Fresh Look at Boarding	Article to help you understand reasons for recruiting, recruitment, retention, business, social responsibility needs.	http://www.nonprofit.org/articles/a-fresh-look-at-boarding	Blue Avacado
	Recruiting and the Nonprofit Ecosystem	This article addresses social and ethnic diversity of staff and board and strong engagement of either in healthy nonprofit ecosystems.	http://www.nonprofit.org/articles/recruiting-and-the-nonprofit-ecosystem	Blue Avacado
	The Critical Path and Recruiting for Diversity	Practical steps to help you with recruiting for diversity.	http://www.nonprofit.org/articles/the-critical-path-and-recruiting-for-diversity	Blue Avacado

Next – Check out the resources

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TK#1 - Board Recruitment - RESOURCES

Recruiting for Board Diversity - Part 3 in Diversity Series

Diversity & the Nonprofit Ecosystems Part 2 in the 3-Part Diversity Series

Fresh Look at Diversity and Boards

What is the Best Size for Your Board?

Parent Center Board Building Matrix

Building an Effective Nonprofit Board

Next – Read the 5 resources

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TK#1 - Board Recruitment – EVALUATION FORM

Evaluation for Tool Kit #1: Board Structure

2. Overall Review

1. Tool Kit #1 - Board Structure - materials are USEFUL:

1 (Poor) 2 (Good) 3 (Very Good) 4 (Excellent)

Comments:

2. Tool Kit #1 - Board Structure - content is RELEVANT to my needs:

1 (Poor) 2 (Good) 3 (Very Good) 4 (Excellent)

Comments:

3. Tool Kit #1 - Board Structure - materials are of HIGH QUALITY:

1 (Poor) 2 (Good) 3 (Very Good) 4 (Excellent)

Comments:

4. What next steps are you planning to take after experiencing some or all of this Tool Kit?

Last – Complete the evaluation

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Deep Dive into TK Modules

1. Pick a module
2. Present the module
3. "Listeners" feedback
4. "Facilitators" feedback
5. Final reflections

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Draft Your Board PD Plan

1. Prioritize Tool Kit Modules
2. Other things

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Parent Center Boards of Directors Workplace

- Exclusive Facebook Workplace site
- Intended as a networking platform for Parent Center Boards, EDs, and Project Directors
- Storage for the 6 Tool Kits, including all 18 videos
- RPTACs are Administrators & issue the invitations to join
- **57 members as of 6/7/18**

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What Keeps You Up At Night?



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Thank You!