Community Action Leadership

WHAT BOARD MEMBERS NEED TO KNOW

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Agenda

✓ Compliance
✓ Governance: Roles & Responsibilities
✓ Finance: Past ~ Present ~ Future
✓ Onboarding Board Members
✓ Q & A
Mission Board

Staff

Chief Executive
Governing Body RESPONSIBILITIES

Strategic

1. Legal & Fiscal responsibility (Federal, state and local laws and regulations)
   $ Ensure that the agency is financially stable
   $ Ensure appropriate internal controls are established and implemented to safeguard Federal funds

2. Assure active, independent, informed governance; (select independent auditors)

Fiduciary

Duty of... CARE, LOYALTY & OBEDIENCE
3. Participate in development, planning, and evaluation of programs and services

4. Review and approve all major policies
“Subtitle B—Community Services Block Grant Program

“SEC. 671. SHORT TITLE.
““This subtitle may be cited as the ‘Community Services Block Grant Act’.

“SEC. 672. PURPOSES AND GOALS.
“The purpose of this subtitle is to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)). Such goals may be accomplished
“(1) BOARD.—In order for a private, nonprofit entity to be considered to be an eligible entity for purposes of section 673(1), the entity shall administer the community services block grant program through a tripartite board described in paragraph (2) that fully participates in the development and implementation of the program to serve low-income communities or groups.

“(2) SELECTION AND COMPOSITION OF BOARD.—The members of the board referred to in paragraph (1) shall be selected by the entity and the board shall be composed so as to assure that—

“(A) ⅓ of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of elected officials reasonably available and willing to serve on the board is less than ⅓ of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such ⅓ requirement;

“(B) not fewer than ⅓ of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served;

“(C) the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served; and
Board of Directors

Governance

- Financial Due Diligence – Fiduciary Responsibility
- Strategic Direction
- Ensure Effective Planning
- Hire/Fire, Support, Evaluate the Executive Director
- Board Recruitment
- Help with Fundraising

Executive Director

Management

- Manage day to day operations
- Create a vision for the board's use in setting strategic direction
- Develop programs: implement and evaluate them
- Hire/Fire/Evaluate other staff and contractors
- Lead Fundraising
POLICIES AND PROCEDURES

- Reviewing
- Approval
POLICIES AND PROCEDURES

Requirements

- Cost Allocation Plan
  (CSBG Org Standard 8.12)
- Accounting Procedures Manual
  (8.10)
- Personnel Policies
  (7.1; 7.2)
  Attorney-Reviewed
- Bylaws
  (5.3)
- Succession Plan
  (4.5)

- Compensation Plan
  (Includes Exec)
  (7.5)
- Conflict of Interest
  (5.6)
- Whistleblower
  (7.7)
- Document Retention & Destruction
  (8.13)
- Risk Assessment Procedures
  (4.6)
What About the Money?
Income Statement –
(What’s the story?)

• It is all about the PAST
• Tells us what we spent our money on and where it came from
Statement of Financial Position – What story does it tell?

• Tells about **TODAY**

• Relationship between…
  what you **OWN** right now
  &
  what you **OWE** right now
Annual Budget –

- This one represents the **FUTURE**
- It is evidence of a Board priorities
Standard 5.3: Bylaws have been reviewed by an attorney within the past 5 years.

Standard 5.4: The organization documents that each board member has received a copy of the bylaws within the past 2 years.

Standard 5.5: The organization’s board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Standard 5.6: Each board member has signed a conflict of interest policy within the past 2 years.

Standard 5.7: The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.

Standard 5.8: Governing board members have been provided with training on their duties and responsibilities within the past 2 years.

Standard 5.9: The organization’s governing board receives programmatic reports at each regular board meeting.
1301.2 Governing Body Responsibilities –
HS Act 642(c)(1)(D)

• Must approve:
  o Applications for funding
  o Budget planning
  o Personnel policies

• Must use ongoing monitoring results, data on school readiness goals, program goals, assessments, data for continuous improvement

AND other info 642(d)(2)
• monthly financial statements, including credit card expenditures
• monthly program information summaries
• the annual self-assessment, including any related findings
• the communitywide strategic planning and needs assessment & any updates
• communication and guidance from the Secretary
• the program information reports
Over the Forest

Board

CEO

In the Forest

Staff
Board Engagement

Board of Directors
JOB DESCRIPTION

KEY RESPONSIBILITIES:
- To carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.
- To contribute to defining the organization’s mission and governing the fulfillment of that mission.

DUTIES / OBLIGATIONS:
- To establish as a high priority attendance at all meetings of the board and appointed committees. Prior notice should be given if member is unable to attend meetings.
- To be prepared to discuss the issues and business addressed at scheduled meetings and read the agenda and background material relevant to the topics at hand, along with keeping up to date on emerging issues.
- To agree to serve on committees as requested. If chairing a board, a committee or a task force, meetings will be conducted in an orderly, fair, open and efficient manner.
- To participate in board development activities.
- To exercise the duties and responsibilities of the Office.

Talking with another organization:

Talking Points

Visit us
Check us out on Facebook or our website!

- Many services that improve the community (approx. xx serving XX counties)
- Provide Education –through our programs and services
- Impacts:
  - About XXX total staff – Payroll over $XX mil adding to county tax $
  - Over $XX million paid to local vendors
  - Touching over 60,000 individual lives throughout our community
  - Jobs opportunities with educational benefits
  - Student Practicums, Internships & Volunteer Opportunities
  - Youth Programs

Board Member Orientation
AGENDA
Website / Facebook / Intranet
Frequently Asked Questions (FAQ)
Glossary of Acronyms

I. Nationwide Community Action Information
   1. Community Action Information
   2. Community Services Block Grant Act (1998)
   3. ROMA orientation information

II. Our Local CAA Board
   - Organizational Details
     1. Mission Statement & Core Values
     2. Agency By-Laws
     3. Talking Points
   - Governance
     1. Board Member Roles & Responsibilities
     2. Job Description
     3. Financial Report
     4. Head Start Governance Responsibilities
Q & A

- Head Start T/TA
- Strategic Planning
- Leadership
- HR Processes
- Shared Governance
- Team Development

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